



Job Description Pre-school Administrator

Responsible for: Managing Pre-school office in order to carry out administration duties

Responsible to: Committee and Pre-school Supervisor

Job Roles:

- To improve sustainability, by providing administration support for day-to-day operations and to voluntary management committee.
- Pre-school admissions - maintain waiting list, introduce prospective families to the Pre-school, dealing with admissions paperwork.
- To ensure that register and children's records are kept updated including emergency contacts and medical forms and relevant information passed to staff.
- To liaise with supervisor regarding staff training needs, booking training, applying for funding and staff cover.
- Attend committee meetings to feedback to committee.
- Produce termly newsletter for parents and general notices from staff or committee.
- Support committee fundraising, marketing & advertising through general administrative tasks
- Liaise with committee over sale of regalia
- Receiving invoices and preparing payment
- Pay roll liaisons to ensure that staff are paid on the due date
- Organise CRB checks for staff and volunteers

Job Specification

Essential Criteria

- Ability to communicate effectively face to face, in writing, by telephone and by e-mail
- Able to organise filing systems for documents
- Comfortable with ICT and experience of Microsoft Word and Excel
- GCSE or equivalent in English Language
- Commitment to team work

Desirable Criteria

- Have an interest in Early Years childcare and experience of a Pre-school setting
- Administrative experience
- Ability to work to deadlines
- Able to show initiative, flexibility and ability to handle change