

KING INA



Job Description for Pre-school Administrator

Job Title: Pre-school Administrator

Responsible to: Headteacher and Owlets Manager

Responsible for: None

Purpose of the Role

To provide efficient and effective administrative support for the day-to-day operations of Owlets Pre-school, ensuring that all statutory, legal and setting obligations are met. The postholder will support the Pre-school Manager with financial administration, funding, payroll, procurement and general administration, contributing to the smooth and sustainable running of the pre-school.

Main Duties and Responsibilities

1. Administrative Support

- Provide comprehensive administrative support to the Pre-school Manager.
- Contribute to the efficient and sustainable operation of the pre-school.
- Maintain accurate records and filing systems.
- Ensure administrative duties are completed in accordance with current Ofsted requirements and Somerset Local Authority guidance.

2. Compliance

- Ensure administrative processes comply with current Ofsted regulations.
- Adhere to Somerset's Early Years funding requirements and code of practice.
- Maintain confidentiality in accordance with GDPR and school policies.

3. Fees and Invoicing

- Calculate fees due each term, making adjustments where children's sessions change.
- Produce and issue invoices to parents/carers.
- Record and monitor fee payments, ensuring accurate financial records are maintained.
- Produce statements and correspondence relating to outstanding fees.

- Follow up unpaid fees appropriately, including, where necessary, supporting recovery through the Small Claims Court.
- Respond confidently and sensitively to parent/carer enquiries regarding fees.
- Work closely with families experiencing financial difficulties, signposting or agreeing payment arrangements where appropriate.

4. Early Years Entitlement Funding

- Calculate each child's funded entitlement each term.
- Issue Early Years Entitlement declaration forms to parents/carers and ensure they are accurately completed.
- Complete and submit online entitlement estimates to deadlines.
- Complete and submit entitlement actual claims, ensuring all supporting documentation is submitted to Somerset Council before deadlines.
- Chase outstanding documentation from parents/carers as required.
- Process entitlement adjustment claims throughout the year to deadlines.
- Calculate and invoice fees for children attending above their funded entitlement hours.

5. Procurement and Financial Administration

- Procure resources and equipment as authorised.
- Process invoices through ParentPay.
- Maintain the pre-school accounting records ensuring they are accurate and up to date.
- Support effective financial management and budget monitoring.
- Respond to auditor queries as required.

6. Annual School Trip Administration

- Book the annual trip venue and arrange payment of deposits.
- Book transport and obtain confirmation documentation.
- Arrange final payments and record transactions.

7. General Tasks

- Undertake photocopying and general office duties.
- Update and amend pre-school policies as directed.
- Complete the weekly Cool Milk return.
- Support communication with parents/carers where required.
- Undertake any other reasonable administrative duties commensurate with the role.
- As required provide cover for Early Years Practitioners which involves care for children in the setting, eg support children with activities and at mealtimes.

General Responsibilities

The postholder will:

- Demonstrate a commitment to safeguarding and promoting the welfare of children.
- Maintain confidentiality at all times.
- Comply with all school policies, including Health and Safety, Data Protection and Equal Opportunities.
- Participate in training and professional development as required.
- Work collaboratively with school staff, governors, parents/carers and external agencies.

This job description is not intended to be an exhaustive list of duties. The postholder may be required to undertake other reasonable duties appropriate to the grade and responsibilities of the post, as directed by the Headteacher or Owlets Manager.

Terms and Conditions

Hours of Work:

The position is for 14 hours per week, worked over three days, including lunch cover. There is flexibility regarding the days worked, by mutual agreement, to meet the needs of the pre-school.

Salary:

Grade 14, Scale Point 4

£7,951 pa (£13.05 ph)

(£25,185 pa FTE)

Contract:

Permanent, subject to satisfactory probationary period.

Disclosure:

This post is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references.

Safeguarding Statement:

Owlets Pre-school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Person Specification

Essential Criteria

1. Willingness to learn and undertake further training.
2. Previous experience of working in an administration role.
3. Computer literate including proficiency in the use of Microsoft office.
4. GCSE English Language and Mathematics.
5. Good verbal and written communication skills.
6. Excellent organisational and time management skills.
7. Friendly with a flexible approach.
8. Ability to work independently and take responsibility for specific areas of work.
9. Experience and knowledge of data protection.

Desirable Criteria

1. Level 3 Certificate in Administrative Management/Schools Administration or equivalent.
2. Bookkeeping/Financial experience.
3. Level 3 Childcare Qualification
4. Paediatric First Aid Qualification
5. Knowledge of the Early Years Funding System.

Name:

Signature: Date: