

ADMINISTRATOR LYDALLS NURSERY SCHOOL

Job Description

Location:	Lydalls Nursery School, Lydalls Road, Didcot, OX11 7HX
Salary:	Grade 6 £24,702 (£14,099 pro-rata)
Appointment Type:	Term time only+ INSET days (39 weeks), 24 hours per week Monday and Friday 9.00am – 3.00pm plus 2 more days 9.00am – 3.00pm (can be flexible)
Responsible to:	Headteacher

Job Purpose

Under the direction/instruction of the Headteacher and senior staff: provide clerical, general office administration and reception tasks for the school.

To be an ambassador for the school when greeting visitors, following Health and Safety and Safeguarding procedures at all times.

Key Tasks

Organisation

Undertake reception duties, answering routine telephone and email queries and face to face enquiries and signing in and welcoming visitors

Assist with pupil/staff welfare duties, liaising with parents/staff etc as appropriate.

Assist with arrangements for visits and visitors

Coordinate arrangements for school photographer etc

Administration

Manage admissions for Nursery and Chameleon Club including place allocation, placement requests, offer letters, home visits, confirmation of funding entitlements, entry of data on to RM Integris and EY Portal, Parentmail and Tapestry etc

Complete and submit DfE School Census returns, assist with Early Years Portal Funding Returns

Analyse attendance and assessment data, preparing reports in a variety of formats

Provide general clerical/admin support e.g. photocopying, filing, complete standard forms, respond to routine correspondence

Maintain manual and computerised records/management information systems

Maintain and produce lists/information/data as required e.g. pupils data, class lists

Undertake typing and word processing and other IT based skills

Take minutes at meetings and distribute as required

Sort and distribute mail

Maintain and collate pupil records

Coordinate school milk arrangements confirming weekly orders and submitting monthly returns

Undertake day to day administration e.g. produce registers and prepare class lists and name cards and timetables in cooperation with the staff

Coordinate staff recruitment arrangements

Format and distribute information for parents, staff and governors e.g. newsletters

Be aware of GDPR compliance e.g. Monitor document retention schedules and take action as appropriate

Perform other administrative tasks as requested by the Headteacher

Resources

Operate relevant equipment/ICT packages (e.g. word, excel, databases, spreadsheets, mailmerge, internet, MIS – RM Integris, Parentmail, Tapestry)

Arrange orderly and secure storage of supplies and resources

Responsibilities

Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and GDPR data protection, reporting all concerns to the designated lead

Be aware of and support difference and ensure equal opportunities for all

Contribute to the overall ethos/work/aims of the school

Appreciate and support the role of other professionals

Attend and participate in relevant meetings as required

Participate in training and other learning activities and performance development as required

Selection criteria

Essential Education/Qualifications/Training

GCSE Grade C/4 or equivalent in Maths and English

NVQ 2 or equivalent qualification or experience in relevant discipline

Excellent numeracy/literacy and ICT skills

Essential Experience

Substantial clerical/administrative work including excellent working knowledge of Microsoft Office packages (Word, Excel, databases)

General administration experience

Essential Skills/Aptitudes

Warm and friendly manner

Good Communicator

Effective use of ICT packages

Ability to relate well to children and adults

Work constructively as part of a team

Able to multi task, prioritise and work under pressure in a demanding and busy office environment

Excellent organisational and record keeping skills

Flexible and cooperative approach to performing tasks to achieve the schools objectives

Desirable Criteria

Previous experience of working in a school office/educational environment

Working knowledge of RM Integris

Working knowledge of OCC EY Portal