

St George Preschool CIO

Netham House, Blackswarth Road, St. George BS5 8AP

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Administrator

Job Purpose Provide a range of administrative, book keeping and general marketing duties to ensure the smooth day to day running of the preschool

Responsible to The Manager / Management Committee

Job Details: £9.00 per hour - Monday to Thurs 08:50 to 15:10 (24 hours)
(20-minute unpaid break)

This is a term time only post

Main duties and responsibilities:

- To oversee the daily running of the office including answering phones, emails, liaising with parent/carers, answering the door, welcoming visitors
- Manage and maintain all aspects of St George Preschools admissions e.g. introduce prospective families to preschool, maintain waiting lists, provide and maintain admissions paperwork, set up children and families on Tapestry (online journal)
- To ensure that the register and all children's records are kept updated (i.e. emergency contacts, medical forms) and that any relevant information is passed onto the staff team
- Produce and disseminate a termly newsletter for parents
- Work with the Preschool Manager to create/update risk documents such as risk assessments/preschool policies ensuring that they are shared with the preschool team
- Provide support to the lead teacher i.e. creating resources for displays, producing posters for family allotment visits
- Monitor Tapestry observations
- Provide termly information for parents wishing to access Preschool lunches; order Preschool lunches weekly; keep records of school lunch payments
- Book keeping - work alongside the Manager in accurately recording petty cash, milk claims, bank accounts etc.
- Maintain weekly fire checks
- To maintain positive working relationships with all preschool families, visitors and relevant external professionals
- To encourage and support parental/ carer involvement in the running of St George Preschool CIO e.g. through questionnaires, parent volunteers etc.
- To attend management meetings when required, supporting the Committee with such tasks as minute taking, marketing & advertising, developing the work of St George Preschool CIO and continuously striving for excellence
- To promote the ethos and mission of St George Preschool CIO

- To ensure that the welfare of the children remains paramount and children are protected from risk of harm at all times and report any concerns directly to the Manager
- To carry out all responsibilities and activities within an equal opportunities framework, respecting the confidentiality of all users and working within the agreed policies of the setting
- To represent the setting professionally at all times, maintaining the settings integrity and being open to giving and receiving feedback
- To keep records and provide other administrative support as required
- To undertake any other duties as reasonably directed by the management committee

Person specification:

Essential Criteria

- Experience in an administration role
- GCSE Grade C or above (or equivalent) in English and Maths
- Ability to communicate effectively face to face, in writing and by telephone
- Competent ICT user and experience of Email, Microsoft Word and Excel
- Excellent organisational skills & ability to prioritise in a busy office environment
- Ability to work both independently and as part of a team
- A flexible approach to work
- A positive attitude
- A commitment to working as part of a team and an ability to instil in others the benefits and values of working well together
- Empathetic, caring & friendly front facing customer service
- An understanding and sensitivity towards being part of a multi-cultural community
- The ability to organise events & work as part of a team coordinating tasks
- A commitment to safeguarding & promoting the welfare of children
- Be able to write professional letters / emails to parents, staff & external agencies
- Have the ability to work under pressure & use own initiative

Desirable Criteria

- Experience of a similar role in a childcare or education setting
- Office administration qualification
- Bookkeeping / financial experience
- A desire to continuously develop your own role through relevant training opportunities
- Knowledge of Ofsted requirements and the EYFS
- Understanding & knowledge of childcare & safeguarding legislation

At St George Preschool CIO we are committed to safeguarding & promoting the welfare of children and we expect all staff to share this commitment.