Little Foxes Forest School – Administrator

Role: Administrator
Hours: 9am – 3pm, 12 hours per week term time only
Days: Wednesday and Thursday
Pay: £12 an hour
Terms: Permanent role with a three months' probationary period
Reports to: Management team

The Role
As the Little Foxes Forest School administrator you'll be part of job share with our existing Office Manager. You'll be the first point of contact parents have with the Pre-School. You'll be tasked with responding to email and telephone enquiries about the playgroup and Pre-School, maintaining waiting lists, and ensuring the calendar is up to date. You'll manage the admissions and registration system for all new starters to the nursery. You'll ensure all medical and dietary records are up to date, and oversee absence records. On occasion you might be asked to support with the marketing of Little Foxes Forest School nursery and events. You'll be confident to show parents around the nursery during open mornings, and will order resources and equipment where necessary.

You will be required to support the teaching staff and management team with administrative tasks. You'll be an integral part of the team, working closely with the management and staff team to ensure Little Foxes Forest School is the best it possibly can be.

About Little Foxes Forest School
Little Foxes Forest School is an outdoors preschool that offers children the chance to connect with nature and become confident, resilient and independent learners. We believe that children are never happier or healthier than when playing outdoors. It is our aim to allow children growing up in Bristol access to a beautiful and natural woodland environment for them to grow, learn, explore and develop in. We care for and educate children aged from 2.5 to 4, following the core Early Years Foundation Stage (EYFS) curriculum. Exposure to the natural world and physical activity are an integral part of learning.

Our Ethos
Little Foxes Forest School was established to provide an experience like no other available for Pre-School children in North Bristol. It was founded and run by ex-

primary school teachers and local mums who have seen first hand the incredible benefits that learning outdoors can have on children. We have created a world where children are inspired by nature to live a simple and naturally healthy lifestyle, where children have the time and space to enjoy and learn from the natural world around them.

Little Foxes welcomes children from all backgrounds and is pleased to offer government funding for the hours we open. We will help children achieve their maximum potential in life by helping to develop their characters to give them the tools they need for a happy and successful life - confidence, resilience, self-motivation, enthusiasm, independence and an insatiable curiosity about the world.

We strive for constant innovation to ensure we are committed to offering the best known practice in educating children and are passionate with an outdoors, child-led, play-based happy and healthy environment. We see ourselves as inspirational educators offering an incredibly fun and learning-rich experience for children. Our staff are inspiring, passionate advocates of the lifestyle we promote. We include our staff in the running of Little Foxes Forest School as they aren't just our employees, they are part of our team and are our ambassadors.

You can learn more about our founders here:
https://www.littlefoxesforestschool.com/our-team

Little Foxes Forest School is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

KEY OBJECTIVES:

- Ensure that all prospective families and enquiries are dealt with in a friendly and timely manner. Ensure all policies and procedures are adhered to.
- Help to meet occupancy objectives.

KEY RESPONSIBILITIES:

Operational

- Review and monitor occupancy levels to ensure they are maintained to maximum capacity.
- Dealing with enquiries, following up enquiries
- Adding new starters to the registration system.
- Maintain accurate and up to date records for all children including attendance registers, dietary needs forms, health care plans and emergency contact numbers etc.

Personnel

- Ensure that all recruitment processes within the nursery comply with the Company Policy, employment legislative framework and OFSTED requirements.

- Support the management to carry out all appropriate checks for new employees and volunteers including references.

General

- Adhere to the Company Policies and Procedures including attendance at staff meetings and any other duties as required.
- Ensure the Company's Equal Opportunities Policy is adhered to at all times. The above list is not exhaustive and other tasks may be asked of you by your line manager.

Little Foxes Forest School

1. Promote the Little Foxes Forest School and Outdoor Learning ethos
2. Be an integral part of our friendly and caring team
3. Enjoy a birthday day off in lieu, and staff parties funded by the nursery.
4. Have a delicious home cooked free lunch every day
5. Be involved in out of working hours activities, e.g. very occasional training, staff meetings, and events
6. Be flexible within working practices of the setting, undertaking other responsible duties where required

Qualification and Experience

Essential	**Desirable**
A friendly, approachable, personable, kind manner.	Experience of working in an educational setting previously.
Competent ICT skills.	Experience of liaising with parents / carers.
An organised person familiar with working across a range of administrative systems.	Experience of PR and marketing.
A love of working with children and the outdoors.	Knowledge of Ofsted requirements and the EYFS.
Flexibility to undertake essential training.	
Ability to implement policies and procedures.	
Sufficient understanding and use of English	
Ability to work as a team member but also manage and organise own workload	
Ability to meet deadlines.	
Reliable and respectful when interacting with parents, colleagues and the community	

Ability to support and develop an environment which is inclusive for all and encourages diversity.	

Attributes and Skills

- Approachable and caring
- Flexibility and adaptability
- Positive attitude towards early years education
- Passion and creativity
- High-energy and active
- Excellent communication skills
- Team player