



Preschool Administrator Job Description

Job title: Preschool Administrator

Responsible to: Chair of Committee/Preschool Treasurer/ Preschool Manager

Purpose of the job: To operate, maintain and develop administrative and financial procedures within Preschool

Main duties

- General office Admin duties to include -
 - Answering and responding to incoming calls and emails ensuring a friendly and efficient service is provided
 - Complete stock checks, update and order/purchase consumables where needed
 - Complete admin involved for new admissions
 - Arrange the diary, book and record sessions for children in attendance and visitors
 - Maintain weekly registers and sign in sheets
 - Act as main point of contact to parents/carers for all administrative matters
 - To undertake any other reasonable duties as directed by the chair of the management committee/pre-school manager, in accordance with the pre-school business plan/objectives.
 - Attend staff meetings & any relevant training
- To be responsible for general finance to include -
 - Payroll
 - Employee pension scheme
 - To process and claim Early Years Funding Grant
 - Issuing invoices/fee requests to parents and following up their prompt payment
 - Pay supplier invoices and maintain records of this
 - Handle all banking/budgets/accounts/ and cash book accounts
 - Keep a record of cash payments re. dinner monies & childcare vouchers

Essential criteria

- Be a competent user in ICT (in particular Word, Excel and Outlook)
- Very good Literacy and numeracy skills
- Ability to prioritise work and have a proactive approach to ensure all deadlines are met with excellent attention to detail
- To ensure confidentiality at all times and to be trustworthy
- To have the ability to work within a team as well as independently

Desirable criteria

- Experience of working with young children
- Involvement in a similar role or environment
- Paediatric First Aid Certificate

NB: This post is exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. Successful applicant will be expected to have a DBS check.