



## Job Description

<b>Job Title</b>	Early Years Funding and Admissions Administrator
<b>Grade</b>	Scale 3
<b>Reports to</b>	Headteacher; SLT, Office Team Leader
<b>Liaison with</b>	Headteacher, SLT, Teaching staff, support staff, pupils, parents, external agencies, Trust colleagues
<b>Job Purpose</b>	The main purpose of the job is to ensure the smooth and efficient operation of our nursery and reception. Your responsibilities will encompass financial duties, various administrative tasks, communication with staff and parents and maintaining a safe environment for all.
<b>Duties</b>	<p><b><u>Finance</u></b></p> <ul style="list-style-type: none"> <li>● Handle financial transactions and maintain accurate records of payments and invoices.</li> <li>● Manage the Provider Portal for funded children, ensuring timely and accurate submission of information.</li> <li>● Collaborate with the SEAT finance team to prepare reports and budgets related to nursery operations.</li> </ul> <p><b><u>Admissions</u></b></p> <ul style="list-style-type: none"> <li>● Lead registration and admissions process for new children in Early Years, ensuring all required documentation is collected and updated (waiting lists, application forms, registrations)</li> <li>● Maintain pupil data records, including attendance details</li> </ul> <p><b><u>Office Administration</u></b></p> <ul style="list-style-type: none"> <li>● Manage day-to-day administrative tasks to ensure the efficient running of the nursery office.</li> <li>● Handle incoming calls, emails, and inquiries promptly and professionally.</li> <li>● Maintain accurate records and databases related to children, staff, and nursery operations.</li> <li>● Provide hospitality for visitors to the Early Years.</li> </ul> <p><b><u>Welfare</u></b></p> <ul style="list-style-type: none"> <li>● To administer first aid to pupils as required</li> <li>● To liaise with parents regarding sickness/injury</li> <li>● To assist with visits from the nurse/dentist or other health professionals</li> </ul> <p><b><u>Communication with Parents</u></b></p> <ul style="list-style-type: none"> <li>● Foster positive relationships with parents through effective communication channels.</li> <li>● Collaborate with teaching staff to ensure clear and consistent communication about children's progress and well-being.</li> <li>● Collaborate with the SEAT finance team to prepare reports and budgets related to nursery operations.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>● To understand and apply academy policies in relation to health, safety and welfare.</li> </ul>



- Attend relevant training and take responsibility for own development.
- Attend relevant academy meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the Line Manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy.
- The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.