

Chapel Hill Primary School & Nursery

JOB DESCRIPTION

Title of Post:	Nursery Administrator
Salary Scale:	Scale 3 Point 6
Responsible to:	Headteacher
Hours:	20 hours a week, term-time plus 10 days during School Holidays
Main Purpose of Job:	To ensure the provision of an efficient and effective service to Chapel Hill Nursery

Particular Duties for Nursery Administrator at Chapel Hill Nursery:

- Managing the admissions process including maintaining waiting lists in accordance with the schools' published admissions policy.
- Processing funding claims throughout the term and chasing 30-hour code expirations.
- Inputting fees onto School Money, producing invoices and chasing payment as necessary.
- Managing session requests.
- Inputting the termly headcount submission on to the portal.
- Ensuring staff to child ratios are not exceeded.
- Producing, updating and distributing photo boards of children with medical and dietary needs.
- Sending out offer letters and new starter packs/information.
- Arranging Open Days/Taster Days/Settling-in sessions with the EYFS Strategic Lead.
- Ensuring compliance with the Essex FEEE Contract and Provider Handbook.
- Adding new starters onto SIMS and removing leavers.
- Updating and sending out diary dates to parents.
- Liaising with the Office Manager re termly census submissions.
- Liaising with the Finance Manager regarding monthly income.
- Maintaining list of collection passwords.
- Liaison with parents via e-mail, telephone and face to face.

The duties may be varied to meet changed circumstances in a manner compatible with the post held and other such duties the Headteacher might reasonably require.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.