

## **Nursery Administrator**

### **What is the purpose of the job?**

To provide the admin support to the nursery ensuring that highest level service is provided to the customer, whilst supporting the business.

### **What do you have to achieve?**

- To be able to offer full admin support to the Nursery ensuring a good service is provided to our customers.
- Supports the Nursery in achieving targets set by the Manager and Business.
- Supports the Nursery Manager and her team to allow them to achieve high standards of childcare.

### **Key Tasks**

- Maintaining Family and Account records on nursery computer programme (Coldharbour), for which training will be provided.
- Review of the monthly Suggested Fee Report. Raise any concerns with the Nursery Manager.
- Collection of fees including the administration of Childcare vouchers, pursuing outstanding fees. Resolving any account queries.
- Maintaining accurate and confidential staff, children's and parent's records.
- Liaising with Head Office.
- Sending reports to Head Office as appropriate and agreed by Nursery Manager.
- Preparing monthly payroll spreadsheet. Ensure that this is authorised by the Nursery Manager/Deputy before forwarding to Head Office.
- Liaising with Nursery Manager and Head Office with general employee administration.
- Preparing banking.
- Sending authorised invoices to Head Office for payment. Applying to Head Office for authorised refunds.
- General computer use, accurate use of Microsoft Word and Excel.
- Keeping petty cash records.
- Welcoming parents, children and visitors.
- Communicating pleasantly and effectively in person, in writing and on the telephone.
- Keeping the office tidy.
- Working closely with the Nursery Manager/Deputy.
- General office duties.
- Any other duties requested by the Manager/Deputy.
- HGS orders