



WESTCHESTER HOUSE
NURSERY SCHOOLS

JOB PROFILE

POSITION: NURSERY ADMINISTRATOR

JOB OVERVIEW

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.

Reports to: Nursery Manager/Deputy

KEY TASKS	
	<ul style="list-style-type: none">• 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 and 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 with agreement by the 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.• Ordering from suppliers

This job description is not exhaustive and may be reviewed further to the requirements of the Nursery.

www.westchesterhouse.co.uk