



Job Title:	Business Administrator
Responsible to:	Playgroup Committee
Hours:	Part time / full time considered (Nottinghamshire County Council term time only 39 weeks per year) Hours 8.45 – 3.45
Place of work:	East Leake Pre-School Playgroup
Pay:	Hourly rate of £7.83
Purpose of the job:	To support the Playgroup Committee by performing administrative and financial duties to a high standard, ensuring compliance with regulatory bodies.

Closing date for this application is 12 noon on the 20th March 2018, interviews will take place the week beginning the 26th March.

Person Specification

Essential:

- Experience of general administrative duties
- Financial experience (handling cheques and cash / funding queries / invoicing, etc)
- Commitment to ensuring duties are undertaken and data is handled in the strictest confidence
- Excellent organisational skills
- Excellent written and verbal communication skills
- Computer literate with knowledge of Word, Excel, email and the internet
- Ability to work to deadlines
- A flexible approach to the diverse demands of the setting
- Ability to work as part of a small team
- Commitment to equal opportunities

Desirable:

- Experience of using Quickbooks
- Experience of the running of a voluntary sector childcare setting
- Experience of serving a voluntary management committee
- An interest in Early Years childcare

East Leake Pre-School Playgroup is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an Enhanced Disclosure and Barring Service (DBS) check.

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.

Job Description

Administrative Duties:

- Managing admissions to the playgroup, including dealing with enquiries from prospective families, managing a record of vacancies and waiting lists and ensuring registration documents have been completed for new starters;
- Sourcing and liaising with contract providers for the building, building relationships ensuring playgroup gets the best services for our growing needs. Reporting any issues with services to the committee, council and service provider
- Dealing with mail, telephone and email enquiries;
- General office duties, such as photocopying, laminating and maintaining notice boards;
- Maintaining playgroup documentation;
- Maintaining an inventory of equipment;
- Ordering office supplies and consumables and checking deliveries;
- Ensuring children's records are kept up to date, including emergency contact details;
- Managing the free milk scheme;
- Maintaining accurate weekly registers of attendance;
- Preparing and distributing letters/notices to parents/carers;
- Supporting Committee activity through general administrative tasks; and
- Carrying out any other administrative duties as required by the Committee from time to time

Financial Duties:

- Completing and submitting claims for Nursery Education Funding;
- Preparing half-termly invoices for parents/carers;
- Collecting deposits, fees and issuing receipts;
- Maintaining records of fees paid and issuing reminder letters for late payment;
- Banking cash and cheques received by the playgroup;
- Paying invoices as directed by the committee

- Providing the Treasurer with any requested information for the Committee to review;
- Carrying out any other financial duties as required by the Committee

In addition, the Business Administrator may be required to attend occasional staff and/or committee meetings and in-service training as requested by the Committee.

This job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties as discussed and directed by the management committee in accordance with the settings business plan/objectives.