

Administrator (Nash House/Early Years)
Job Description & Person Specification

Responsible to:	Head of Prep & Deputy Head (Early Years)
Line manages:	N/A
Job Overview	The Administrator (Nash House/Early Years)
Duties and Responsibilities:	<ol style="list-style-type: none"> 1. Providing a professional and confidential secretarial service at all times. 2. Providing a friendly and welcoming first point of contact for all pupils, staff, parents and visitors to Nash House. 3. Receiving visitors and being responsible for the buzzer on the Nash House entrance, ensuring accurate records and safeguarding protocols are adhered to for all visitors to the premises and staff on-site. 4. Liaising closely with parents to help them with all aspects of school life, including calling parents regarding how their child has settled. 5. Being responsible for composing and typing correspondence to parents as approved by the Head of Prep and sending via School Post/iSams. 6. Administration tasks associated with Free Early Education Funding, liaising with Head, Finance, Deputy Head (EYFS), Head of Prep, KCC, The Education People, and parents to ensure Dulwich Cranbrook provides accurate records to KCC and meeting set deadlines and criteria, administering data entry, completing questionnaires and census information, and providing Finance with information for appropriate billing to reflect funding for each pupil each term. 7. Inputting and updating termly tracking information for Free Early Education Funding which is required by KCC. 8. Recording of accidents/incidents/near misses and notifying parents accordingly. 9. Arranging Nash House events and liaising closely with Catering and Estates Team 10. Updating and maintaining planning folders and inspection folders for Nash House in conjunction with the Deputy Head (EYFS) 11. Logging all Help Desk requests and liaising with the Estates team. 12. Answering the telephone, emails and requests from whole school, parents, Educational Psychologists and other outside organisations. Making telephone calls/emails as requested by Nash House staff. 13. Maintaining accurate records of attendance for staff and pupils. Reporting staff attendance to HR Manager termly and keeping a copy of attendance records and requests for absence in the Nash House Office. 14. Informing catering daily of pupil absences for lunch and children requiring packed teas at NH ASCC. 15. Arranging supply cover in conjunction with the Deputy Head (EYFS). 16. Taking minutes of meetings eg staff meetings, pastoral meetings. 17. Updating iSams/CPOMS with pupil information and weekly notes from pastoral

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	<p>meetings.</p> <ol style="list-style-type: none"> 18. Updating the School's online calendar, Catering and Estates with termly events and requirements. 19. Setting up Parents' Consultation Evenings, Profile meetings, etc on School Cloud Booking System. 20. Co-ordinating Nash House After School Care Club staffing timetable in conjunction with Deputy Head (EYFS), setting up termly sessions on SOCS and, when required, booking children into/out of SOCS on parents' behalf. 21. Recording all budget expenditure for courses, general expenditure and capital expenditure as approved by the Head of Prep. 22. Preparing Purchase Orders and ensuring payment of invoices via Finance. 23. Maintaining and recording all expenditure from petty cash. 24. Recording termly sessions for all Nash House children and recording any extra sessions/charges and passing this information to Finance for end of term billing. 25. In conjunction with the Head of Prep and Deputy Head (EYFS) updating and producing Nash House literature. 26. Providing administration for Little Explorers Group - Liaising with parents and catering - providing information, coordinating consent forms and contact details. 27. Working closely with Admissions regarding parent tours, taster days and new enquiries. 28. Being responsible for setting up new starter appointments, liaising with new starter's current settings, collating ID verifications, sending welcoming letters and advice on Free Early Education funding and clubs. 29. In conjunction with the Deputy Head (EYFS), providing Marketing with photos and write ups for Social Media and keeping a termly record of the children appearing on the various platforms. 30. Liaising closely with Little Stream and Main School Office. 31. Liaising closely with the Domestic Bursar and Estate Manager regarding all Nash House catering and maintenance requirements. 32. Updating and maintaining office files in conjunction with the Deputy Head (EYFS) eg planning, risk assessments, policies. 33. Booking courses for Nash House staff and maintaining records of courses attended. 34. Producing the weekly Nash House This Week and circulating to staff. 35. Providing the Nash House entries to the weekly newsletter as approved by the Deputy Head (EYFS) 36. Collecting and distributing post, messages, circulars, etc. 37. Being responsible for the Parents' Noticeboard, putting up posters, weekly menu, etc. 38. Be responsible for everything to do with the photocopier in the workroom – restocking paper & toner, reporting faults, liaising with the engineers. 39. Being responsible for filing of record cards, reports, etc. 40. Being responsible for ordering all stationery and equipment for Nash House. 41. Undertaking any general administrative tasks as approved by the Head of Nash House. 42. Escorting pupils to the Medical Centre if deemed necessary. 43. Co-ordinate Nash House events such as weekly Star of the Week Assemblies, Harvest Festival, Christingles, Country Dancing displays, Sports Afternoon.
<p>Keys Skills & Knowledge:</p>	<p>Work Experience:</p> <ul style="list-style-type: none"> • Previous experience working in a responsible administrative position • Previous experience of working in a School or educational environment useful but not essential <p>Skills:</p> <ul style="list-style-type: none"> • IT literate - proficient with Microsoft Office suite. Knowledge of iSams, CPOMS useful but training provided • Confident in escalating issues or concerns • Flexible in their approach to their work, willing to turn their hand to a wide variety of

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	<p>duties</p> <ul style="list-style-type: none"> • Paediatric 12 hour First Aid training useful but training provided • Willing to undertake the training necessary for this role and working in a school environment.
<p>Personal Competencies & Qualities:</p>	<ul style="list-style-type: none"> • Well organised with a keen eye for detail and a stickler for accuracy • Confidentiality at all times • Happy working in a busy and small close knit team • Confident and clear communicator – able to communicate effectively at all levels • Tactful and Diplomatic • Honest and trustworthy • Able to prioritise a busy and varied workload • Pro-active approach to work • Self-motivated and focused • Comfortable working to strict timescales and deadlines
<p>Commitment to Safeguarding and Welfare</p>	<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. At all times the Administrator will:</p> <ul style="list-style-type: none"> • Help to safeguard the children’s wellbeing and maintain public trust in the teaching profession. • Help to provide a safe environment in which the children can learn. • Help to identify children who may be in need of extra support or who are suffering, or are likely to suffer, significant harm. • Promptly raise any concerns to the School’s Designated Safeguarding Lead and work with other services as needed. • Attend the relevant child safeguarding training and other mandatory induction training as required by the School.
<p>Promoting the Health, Safety and Wellbeing of Pupils and Staff</p>	<p>At all times the Administrator will:</p> <ul style="list-style-type: none"> • Maintain awareness of, and comply with, the School’s H&S policy. • Where appropriate, conduct and document risk assessments in their area of responsibility.

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