

The Woodside Primary Academy

JOB DESCRIPTION

Job Title: Nursery Office Operations Manager

Grade: SO1

Range: Point 22 to 25

Requirements: 36hrs x 45.6 week per year

Responsible to: The Headship Team and Lead Office Manager

Job Purpose

This is a customer facing role managing a busy nursery office; parent enquiries, nursery registration systems, admissions, early years funding processes and general office administration systems. You will be the first to meet and greet parents, children and staff and will need to take a friendly welcoming approach to your role. You will work with the lead school office manager to ensure effective organisation of all Nursery administration tasks. You will need to be friendly, have excellent communication skills, good time management and the ability to work to deadlines.

Major Tasks, Duties and Responsibilities

1 Organisation

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Ensure high standards of service are maintained at all times
- Liaise with parents, children and staff to ensure good communication is maintained and their individual needs are met
- Maintain and manage Nursery admissions including registration and ensuring smooth transitions are in place to keep the Nursery at full capacity
- Understanding or have the aptitude to administer: Headcounts to the local authority and the processing of Nursery funding eligibility codes.
- The ability to work closely with leadership and the ability to work alone

- Display excellent organisational skills and interpersonal Skills
- Perform all general office duties i.e., maintaining the Nursery registration system, postal duties, copying, filing and dealing with general office enquiries.
- Understand and follow all the Nursery and whole school policies and procedures at all times.
- Oversee and maintain the Nursery reception area. Ensure the entrance to the office, storeroom and staffroom areas are kept clean, tidy and organised at all times.

2 Administration

- Excellent standard of written English and a clear telephone manner
- Manage manual and computerised record Nursery /information systems.
- Receive and make telephone calls, deal with emails, handle enquiries and pass them onto the relevant people as needed. Maintaining and managing nursery admissions including bookings and ensuring smooth transitions are in place to keep the nursery fully occupied
- Analyse and evaluate data/information and produce reports/information/data as required.
- Undertake typing and word-processing and complex IT based tasks.
- Complete and submit, headcounts and EY outturns etc., including those to outside agencies e.g. the local authority.
- Support the school finance team with data towards school finance systems for the parents.

3 Resources

- Operate relevant equipment/complex ICT packages. Including the main Microsoft packages
- Monitor and manage stock within an agreed budget, cataloguing resources and undertaking audits as required.
- Undertake research and obtain information to inform decisions.
- Assist with marketing and promotion of the nursery and create and maintain a variety of documentation throughout the Nursery, i.e. labelling, posters and room and fee booklets
- Manage administration of facilities including use of school premises.
- Manage expenditure within an agreed budget.

4 Additional Responsibilities

- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

Other requirements:

- To have an up-to-date Enhanced DBS Disclosure.

This job description is not necessarily a comprehensive definition of the post. The role will be subject to annual review in light of the developing role and in accordance with the school's performance management for staff and can be subject to modification or amendment at any time after consultation with the holder of the post.