ST MICHAEL'S PRE-SCHOOL
Whaddon Lane
Hilperton
Trowbridge
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Administration Manager

Person Specification and Job Description

Person Specification

The position is initially part time 2 hours per day (although some flexibility may be considered), Monday to Friday, for 38 academic weeks in the year although the hours and working weeks may increase as the role develops. The appointee should be prepared to be flexible in their approach to work outside of the academic weeks in return for time off in lieu.

The Post requires someone with passion and enthusiasm for great customer service and proven experience in delivering high standards of care and support to include the following:-

- Be able to demonstrate experience in detailed office management and administration
- Have excellent verbal and written communications skills and be calm, organised and able to prioritise and complete tasks efficiently within time frames
- Have excellent communication and interpersonal skills, both written and verbal
- Good time keeping, organisation and reliability
- Ideally, although not essential, have some knowledge of human resource processes
- Ideally, although not essential, have a good understanding of the childcare environment
- Ideally, although not essential, with some experience of a committee managed charity childcare setting

Reporting to the Trustees you will be working alongside the setting manager to provide administrative support to both the trustees and the manager. As a new post the successful applicant will be expected to be proactive in recognising where such support can be given.

Job Description

Main duties and responsibilities will include:

Duties on behalf of the Setting

- At all times maintain confidentiality
- Ensure good communication with staff, parents and carers
- Promote the setting to current parents and potential customers
- Carry out and maintain the children registration process to include
    - Administer applications for places at Pre-school and liaise with parents, co-ordinate visits with the setting manager, attending for visits as necessary (this may require flexibility in working times) and oversee the completion of registration documentation
    - Maintain a register of children by session currently enrolled
    - Co-ordinate waiting lists and liaise with the setting manager to ensure ratios are maintained and any other appropriate people to enable accurate records for invoicing and budgetary purposes
    - Carry out checks for extended funding for eligible children in conjunction with the setting manager
    - Submitting funded hours projections to Wiltshire Council (WC) in conjunction with the setting manager
    - Submission of headcount and amendments to headcount figures to WC in conjunction with the setting manager
- Undertake managerial administrative duties in conjunction with the setting manager
- Liaise with external agencies on behalf of the setting manager and trustees
- Co-ordinate routine and non-routine maintenance visits in conjunction with the setting manager
- Submit milk claims on a monthly basis
- Any other duties reasonably expected to come within the remit of an administration manager's role

Duties on behalf of the Trustees and to be implemented with committee approval

This role has been created in order to assist the committee of Trustees to manage the setting effectively. Whilst the role is significant, ultimately the Trustees are required to take responsibility for the management of the setting and the employment of its staff therefore the person appointed will be required to ensure that the trustees are furnished with the necessary information in order to make decisions. This will involve:-

- Attending or reporting to committee or management team meetings as required
- Ensuring the committee operates to its constitution

- Monitoring the setting's policy and procedures review calendar and liaise with the setting manager to make changes in a timely manner for consideration and signing off at Trustee committee meetings
- Providing the trustees with an overview of the setting's:
    - Business & employment practices
    - Responsibilities to Ofsted
    - Financial position, in conjunction with the Treasurer and finance manager
- Responsibility for the process of recruitment of staff (with support from the trustees & setting manager
- Supporting the Chair. Treasurer and Secretary and ensuring they are managing their roles and responsibilities
- Canvassing the opinion of as many of the committee as reasonably possible to facilitate a decision, if it is essential that a decision be made between planned committee meetings, ensuring the process is adequately recorded and advised to the Secretary
- Ensuring legal and statutory requirements are met (ie, OFSTED, The Charity Commission)
- Undertaking communications identified as being necessary by the Trustees

It is envisaged that this role will evolve over the coming years to increase in working hours and responsibility, to potentially include administering google drive and email management systems, managing website functions and social media, financial duties, payroll and budget monitoring and reporting. It is therefore desirable that the ideal candidate will have a commitment to increasing their knowledge and skills.

Safeguarding requirement: St. Michael's Pre-school is committed to safeguarding and promoting the welfare of children and young people. It is a requirement of all staff that they share this commitment and follow the prescribed policy and procedures to continuously promote a culture of safeguarding across the whole organisation. Some safeguarding training may be required.

The successful applicant will be required to undertake an enhanced DBS check and subscribe to the update service.