

Job Description

Title:	HLTA (Nursery Admin)	Grade:	TSPT 6
Department:	Teaching and Learning	Reports to:	EYFS Lead
MAIN PURPOSE Responsible for the day-to-day administrative operations of the nursery and ensuring it's smooth running. To be flexible and willing to work in all areas of the nursery. Maintain and develop good communication with colleagues, children, parent/carers and other professionals			
SUMMARY OF RESPONSIBILITIES AND DUTIES • Manage records, information and data, producing analysis and reports • Be responsible for the management of stock levels, including management of a budget and regular audit of resources • To be aware of children's dietary, cultural, personal and medical needs • Clerical/admin support e.g. dealing with correspondence, compilation/analysis/reporting on attendance, admissions, exclusions, making phone calls • Responsible for the Nursery funding system including applying for funding, adding funding to the local council's funding portal, checking data is correct on the school's management information system, and any other administration related to this process. • Responsible for submission and oversight of the monthly funding claims to the local council • Responsible for tracking the funding received for EYPP children • Manage nursery waitlists • First point of contact to answer questions from prospective parents including distribution of application forms • Responsible for taking care of all parent queries and the first point of contact for questions, including email, phone or attend meetings in person where necessary. • Host welcome meetings for parents and ensuring that the necessary documentation is prepared for the meeting • To confirm nursery children places to parents in a timely manner • Issue welcome documentation to new families			

- Update the nurseries management information system accurately and in a timely manner and ensure that this matches the school's MIS system so that the two correlate.
- Extensive data checking
- To attend statutory Safeguarding Children training and work within the guidelines on Safeguarding Children
- To ensure that any potential safeguarding concerns are reported to the DSL and all other concerns passed on to the EYFS Lead or Senior Leadership Team. Records must be documented, monitored and recorded with actions taken, where appropriate
- To act as a positive role model to promote effective relationships and interaction between staff, parents/carers and children
- To always respect confidentiality, both written and verbal with the staff team and with parents/carers and outside agencies
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post to ensure the efficient and effective running of the department
- To comply with all statutory Council requirements and policies

NB: This job description may be reviewed, if necessary, at any time and it may be amended after consultation with you.

SPECIAL CONDITIONS OF SERVICE

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Employees are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

Because the post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks.

Our Schools/Trust and all its personnel are committed to safeguarding and promoting the welfare of the children. The successful applicant will be subject to a full Disclosure and Barring Service (DBS) disclosure and checks regarding proof of ID, medical clearance and the right to work in the UK.

CONTACTS AND RELATIONSHIPS (customer focus, both internal and external)

Provide to customers/clients the specified standard and level of service that is expected, noting and passing on any shortfalls or potential improvements.

MANAGEMENT AND LEADERSHIP (finance, resources, performance management, staff supervision and service delivery)

Fully and positively participate in the Trust's performance management & appraisal/ performance related pay/performance development scheme in order to develop and enhance personal and service performance.

EQUALITIES

Implementation of the Trust's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.