



JOB DESCRIPTION

Job Title:	General Administrator	School:	The Ambleside Centre
Reports To:	Admin & Finance leader	Salary:	£24,294 - £25,979
Scale:	4	Grade:	7-11
Employment Status: Permanent			
Hours of Work: Full Time – 37 hours per week			
Job Purpose: To provide full general administration support to the centre and reception functions.			
Departmental/Team Purpose: Maintained nursery school and children’s centre High quality care and education for children 0-5 years and support for families and practitioners who work with them.			
Organisation Chart: Reports to: Admin & Finance Leader ↑ General Administrator			
Summary of Main Contacts. <ul style="list-style-type: none"> • Head of Centre and staff • Centre staff • Governors • Other professionals • Children • Visitors • Local Authority 			
Special Factors: <ul style="list-style-type: none"> • A full DBS Disclosure is required. 			

Main Tasks

This is not intended to be an exhaustive or definitive list, you may be required to carry out other duties as required

1. Undertake day to day administration duties as directed by the line manager, including dealing with day to day correspondence, telephone calls, standard letters, reports, etc. Receive, open and distribute all non confidential mail.
2. Act as receptionist, meet all visitors to the centre directing them to the appropriate place, informing relevant people.
3. Deal with general enquiries by telephone or in person, taking messages and referring matters which are not of a routine nature to the appropriate person.
4. Work alongside and support the Finance & Admin Leader and Finance Assistant to carry out and maintain administrative systems.
5. Order authorised items as required. Receive and record deliveries.
6. Administer access system within the building
7. Register children for the nurseries/book tours.
8. Administer room bookings as required.
9. Process admissions paperwork, in consultation with the Admin & Finance Leader and Finance Assistant, to families of children attending Meadows and Pastures
10. Take payment of nursery fees and process according to procedures
11. Maintain accurate and up to date data on Nursery software systems including eStart (Children's Centre), Childsplay (fee and nursery bookings) and SIMS (school database)
12. Any other duties that reasonably fall within the purview of the post, which may be allocated after consultation.