



JOB DESCRIPTION

NOOR UL ISLAM PRE-SCHOOL

ADMINISTRATION OFFICER

Responsible to: Pre-School Manager/Management Committee
Location: 717 High Road, Leyton, London. E10 5AB

Purpose of the job:

To work as the first point of contact for Noor Ul Islam Pre-school, by greeting all our service users with a warm and professional attitude. To work as part of the pre-school team, specifically by the documentation and upholding of all administrative duties.

MAIN DUTIES

Work collaboratively with Manager, Assistant Manager, and Administrative colleague.

Act as first point of contact for visitors, both in person and on the phone.

To display a consistent, pleasant and professional attitude when dealing with queries or assisting any users of the pre-school.

Ensure that all visitors and volunteers are given badges and have signed the visitor's record book.

To maintain and uphold the confidential nature of all school matters, records and documents, especially those relating to children and fellow staff members.

Update and maintain all pre-school database systems including attending children, children on the waiting list and all staff, students and volunteer documentation.

Hand out and collect children's application forms and update the waiting list accordingly.

Invite new parents to an induction, notifying them of all the relevant registration documents needed prior to their child being offered a permanent place within the pre-school.

Arrange visiting dates for new children.

Ensure registration fees and private session fees are collected on time, receipts are given for every transaction carried out and the information is updated on the appropriate database systems.

Manage basic financial transactions, following existing systems and updating these as necessary.

Update and compile Information Packs for new parents.

Keep track of staff attendance, hand out staff absence forms and collect back in and hand to manager.

To support training and course organisation for staff.

Attend and record minutes of all required meetings. Type up minutes of meetings and file away.

File and maintain all staff, management, children's registration documents, policies and procedure and health and safety documents correctly.

Participate in staff rotas relating to non-teaching supervisory duties, and assist pre-school staff with daily duties in the event of extreme staff shortages.

Supervise children on outings, and other organised events relating to their general education and welfare.

Type, collate and file all correspondence with parents and outside agencies.

Coordinate meetings with outside agencies and make all the appropriate arrangements.

Set up and tidy all information for parents on a daily basis, keep parental information boards updated with all relevant information.

Prepare / update publicity material for the pre-school and distribute.

Collect and place orders for all pre-school resources.

To attend in-service training courses and meetings as required.

To undertake any other reasonable duties as directed by the Pre-School leader, in accordance with the pre-school's business plan and objectives.

PERSON SPECIFICATION

The Post holder will be expected to have a high standard of self presentation and relevant skills and experience, as listed below.

1. A good standard of interpersonal and communication skills are required to deal with a diverse mix of parents, students, staff and visitors to the pre-school.
2. The Post holder will be able to work independently using own initiative.
3. The Post holder will have general office experience and demonstrate flexibility in dealing with changing priorities and deadlines.
4. The Post holder will have fast, accurate keyboard skills and be computer literate.
5. The Post holder will be able to manage basic finance systems.
6. The Post holder will have the ability to support and contribute to all pre-school aims and policies.
7. The Post holder will be suitable both mentally and physically to care for children.