



BATFORD NURSERY SCHOOL

Job Description and Person Specification

JOB TITLE: Admissions, Events and Finance Assistant - Part Time

LOCATION: Batford Nursery School

GRADE: H3-4 £24,790 - £26,409 pro-rata (actual salary 0.54 FTE £13,387 - £14,261) including annual leave entitlement

HOURS: 24 hours per week, for 38 teaching weeks a year (plus annual leave entitlement).
4-5 days per week, between 8.30am-1.30pm. One of these days must be a Friday.

1 a) PURPOSE OF THE ROLE:

A friendly, motivated and efficient administrator to:

- Work with the team to oversee the smooth running of the nursery school's admissions process;
- To organise the school's events, including parent consultations, and extra-curricular activities;
- Provide general financial and administrative support to the school under the direction/instruction of the Headteacher and School Business Manager;
- Provide an efficient and effective reception to all the school community.

1 b) RESPONSIBILITIES AND DUTIES TO INCLUDE (but are not limited to):

- Liaising with parents to offer admissions places, including managing the new starter process, session offers, and start dates;
- Internal and external event management and coordination, including the yearly planner, sourcing and booking extra-curricular events, communicating with parents; ensuring all logistical aspects are covered (venue, catering, technological requirements, etc);
- Parent consultation coordination, including liaising with parents and setting up appointments, sending out surveys and producing evaluation data;
- Financial duties, including the invoicing and reconciliation of session fees, debt management, and assisting with general monthly financial procedures as required;
- Marketing and promotion of events and information, including using the website as a tool for communication and posting on social media within the remit of the school's Data Protection Policy;
- Able to act with confidentiality, tact and discretion;
- Providing administrative support.

1 c) KNOWLEDGE, SKILLS AND EXPERIENCE:

Qualifications and Knowledge: 5 GCSEs including Maths and English (or equivalent); Proficiency in Microsoft Office Suite (Word, Powerpoint, Excel) and school management software (Arbor and RM/Arbor Finance); Safeguarding (to Level 1 minimum); Willingness to undertake necessary training; Understanding of the School's ethos and values; Understanding of safeguarding procedures and data protection regulations.	Skills and Abilities: Using initiative and able to problem solve and self-motivate; Strong organisational and multi-tasking skills and abilities; Planning and organising own workload; Excellent communication skills (written and verbal); Understanding of financial process; Ability to work collaboratively with staff, children, parents and the wider community; Data entry skills; Willing to work flexibly.
Personal Qualities: Warm and approachable, with the ability to relate to a wide range of staff, pupils and visitors, and represent the school in a positive light; Awareness of the importance of handling sensitive information confidentiality and data protection appropriately; Committed to safeguarding and promoting the welfare of children; Sense of humour.	Experience: Proven experience of school administration, or a similar administrative role; Experience of working in school office is desirable; Experience of data entry and working as a team.

1 d) EQUALITIES

- Be aware of and support difference and ensure that parents have equality of access of opportunity to Batford Nursery School;

1 e) SAFEGUARDING, HEALTH AND SAFETY

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to the appropriate person.

1 f) CONDUCT

Staff will be expected to sign and comply with Batford Nursery School's code of professional conduct, which includes an acceptable use agreement for ICT and social media;

As part of due diligence checks, online searches will be carried out on staff, in line with Keeping Children Safe in Education 2024.

1 g) DISCLOSURE & BARRING SERVICE

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. The job holder is required to undergo an enhanced Disclosure and Barring Service check.

2. SUPERVISION

The jobholder is supervised by the Headteacher and School Business Manager.

3. JOB CONTEXT

The school is open from 8.30am to 3.30pm for 5 days a week during Hertfordshire term times. Batford Day Care operates from the same site and is open from 7.30am to 6pm each weekday, providing day care for children from 0-3 and wraparound care for Batford Nursery School pupils outside of these times.

4. CONTACTS

- Parents and carers
- Education professionals
- Events Providers

5. KNOWLEDGE, EXPERIENCE AND TRAINING

The job holder should demonstrate the following:

- The ability to work on own initiative and as part of a team;
- The ability to write reports
- The willingness to gain first aid, and safeguarding certificates, and to attend other training as required.

6. PHYSICAL EFFORT

Working as part of a team within the school setting and with young children is physically and mentally demanding and the job holder is required to demonstrate the appropriate level of energy and fitness, including the ability to occasionally lift and move event materials, sit or stand for extended periods, and attend on and off-site events or meetings.

7. WORKING ENVIRONMENT

There is a need, occasionally, to wipe up blood or other bodily fluids. All staff must be willing to undertake this duty should the need arise in the interest of maintaining a safe environment. Appropriate protective wear will be made available.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the DBS as part of Hertfordshire County Council's pre-employment checks. Please note that additional information referring to the Disclosure and Barring Service is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

All short-listed candidates will be subject to a 'light-touch' online search.

This role will be reviewed annually as part of the PMD process.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Signed Date.....