



BIRCHWOOD NURSERY SCHOOL

Birchway, Hatfield, Hertfordshire AL10 0PD

Tel: 01707 262648

Headteacher: Margaret Stocks

A Bright Start to a Brighter Future

Birchwood Nursery School

Job Title: Administrative Assistant

Grade: H3/H4

Main purpose

To provide general clerical and administrative support to the school under the direction of the School Business Manager.

Key responsibilities

General Administration

1. Undertake reception duties and act as a first point of contact in response to telephone, email and face to face enquiries, welcoming all visitors to the school in a professional and friendly manner. Ensure compliance with office procedures regarding visitor sign-in, safeguarding policies and fire safety.
2. Liaise with parents/carers, staff and external agencies.
3. Prepare letters, newsletters and new parent information packs.
4. Help organise parent consultations, parent meetings/visits and school events.
5. Responsible for general school stocks and supplies, checking consumable levels (photocopier paper, office supplies, first aid supplies, etc.) and raising a weekly purchase requisition.
6. Check incoming stock deliveries, chase any missing items and arrange for distribution and orderly storage of goods.
7. Open, sort and distribute incoming mail and manage the admin email account, forwarding emails to relevant staff.

Data Management & Reporting

1. Maintain manual and computerised records / management information systems.
2. Update class lists, telephone lists, permission lists, etc.
3. Produce reports and provide data as requested by senior management or external agencies.
4. Complete statutory submissions, including school census returns and Early Years Portal submissions.
5. Complete year-end procedures on Arbor.
6. Maintain staff training records.

Attendance

1. Ensure daily attendance registers are completed on Arbor for all key groups.
2. Follow up with parents/carers regarding absent children.
3. Monitor pupil attendance and provide reports as requested by the Headteacher.

School Meal Admin

1. Produce daily lunch registers from Arbor.
2. Provide dinner numbers and reports to the kitchen and lunchtime staff.
3. Communicate with parents re lunch menus and allergens / special menus.
4. Update dietary requirements on Arbor.

Finance Admin

1. Place orders and receive deliveries.
2. Invoice parents, monitor payments, and follow up with parents where amounts are outstanding.
3. Obtain quotes for supplies and services.

Individuals in this role may also undertake some or all of the following:

1. Assist with the admissions process.
2. Analyse and evaluate data.
3. Update the website.
4. Undertake personnel administration, such as pre-employment checks and recording of staff absences.
5. Undertake basic bookkeeping under the guidance of the School Business Manager.
6. Provide administrative support for meetings and take notes at meetings.

Job Context

- The school has a small team of administrative staff who provide the full range of reception and administrative functions.
- Makes decisions about own administrative work. Follows daily and weekly routines with some monthly and annual tasks such as statutory returns, which are shared with senior colleagues for sign off.
- Communicates with other school staff and teachers, senior leadership team, pupils, parents/carers, suppliers, visitors.

Supervision

- Follows instructions or set routines, as advised by the School Business Manager.
- The post holder will have no supervision responsibilities of other staff.

Problems, Demands & Decisions

- Assesses and resolves day to day problems, dealing with queries/issues raised by parents, visitors and staff. Expected to use initiative but will have guidance from senior staff.
- Makes decisions about own administrative work. Decision-making is short term; more complex decisions are referred to senior staff.
- Contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

Physical Effort

- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

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 DBS is in the guidance notes to the application form. If you are invited to an interview you will receive more information.

This role will be reviewed annually as part of the appraisal 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.