

BRIGHTON & HOVE CITY COUNCIL

Job Title:	Nursery Administrator
Reports to:	Nursery Manager
Department:	Families, Children and Learning
Section:	Bright Start Nursery

Purpose of the Job

Manage the nursery's accounting and finance systems and provide administrative support for the nursery manager and all nursery functions.

Principal Accountabilities

1. Formulate, maintain, update and monitor the nursery's financial records, raising purchase orders through authority financials and paying invoices and accounts, ensuring necessary authorisations and checks have been carried out.
2. Manage the invoice system for nursery fees, ensuring that appropriate invoices are raised and correctly coded. Reconcile childcare vouchers and calculate the free early learning entitlement, ensuring that this is correctly applied.
3. Reconcile the budget to monthly statements including calculating nursery income.
4. Ensure that deadlines are met for completion and return of all financial statements for internal and external requirements, including end of year reconciliations and accruals.
5. Manage and reconcile petty cash, nursery funds, and bank any money received.
6. Order nursery supplies and check correct goods received. Monitor and manage stock, catalogue resources and undertake audits.
7. Provide financial information for the nursery manager.
8. Carry out nursery administration functions, including answering the telephone, opening post, typing, photocopying, laminating, minuting meetings, faxing, emailing, completing standard forms and responding to routine correspondence.
9. Operate relevant equipment and IT packages (e.g. Word, Excel, databases, and Internet).
10. Maintain office administrative processes including staff records, timesheets, sickness records and monitoring, and updating child and parent records.

11. Devise and revise documentation relating to nursery administration.
12. Complete and submit complex forms, and returns both to internal partners and external organisations.
13. Administer the nursery applications system, ensuring correct documents are sent out to prospective parents. Manage the nursery waiting list ensuring that the admissions policy is correctly applied.
14. Attend and participate in meetings, including senior management and budget/finance meetings.
15. Participate in training and ongoing performance development.

General Accountabilities

16. Co-operate in the implementation of the council's health and safety policy. In particular, as set out in section 4.7 of the policy:
 - take due care of own health and safety and that of others, who may be affected by post holder's acts and mistakes at work
 - use equipment according to instructions
 - do not use facilities and equipment recklessly or interfere with the safe use of equipment, materials or systems
 - report any unsafe act, or condition, any accident or incident according to health and safety policy
17. Uphold and carry out the duties of the post with due regard to the council's inclusive council policy.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

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PERSON SPECIFICATION

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Essential Criteria

Job Related Education, Qualifications and Knowledge	<ul style="list-style-type: none">• Level 3 qualification, or degree, or studying towards AAT or substantial experience in relevant discipline• Good knowledge and understanding of relevant ICT packages• Commitment to acquiring awareness and knowledge of health and safety policy and practice as it applies in area of work
Experience	<ul style="list-style-type: none">• Demonstrable experience of administrative work• Experience of successfully using a variety of IT systems
Skills and Abilities	<ul style="list-style-type: none">• Excellent numerical skills with ability to undertake a variety of accounting-based tasks• Good computer skills including ability to produce reports, correspondence, input data, update personnel and financial information• Analytical skills, including the ability to resolve discrepancies between financial records and balance accounts• Ability to demonstrate sensitivity and tact and to maintain confidentiality• Ability to work carefully and accurately and with attention to detail• Ability to manage own workload and ensure that deadlines are met• Ability to co-operate and adhere to health and safety policy, practices and instructions• Excellent written and verbal communication skills and ability to undertake a variety of tasks such as producing correspondence and developing nursery forms
Equalities	<ul style="list-style-type: none">• To be able to demonstrate a commitment to the principles of equalities and to be able to carry out duties in accordance with the council's inclusive council policy