



Job Description: Preschool Administrator

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Responsible to: Haslingfield Little Owls Preschool Committee

Purpose of the job: To provide confidential business management and administrative support to the Management Committee and Preschool Manager. The Preschool Administrator is expected to work in partnership with parents/carers and families and must always be approachable and able to communicate effectively.

Leadership and Strategy

1. Be a member of the Preschool staff team and contribute significantly to the plan of continuous improvement for the preschool and its services.
2. Take an active role in the strategic planning of the preschool under the guidance and leadership of the preschool manager.
3. Be accountable for support services in conjunction with the preschool's policies and procedures, which may include, but not be restricted to: Finance, Premises, Personnel, Administration, Legal, Safeguarding, Health and Safety, Communication, Admissions.
4. Ensure that all support services, structures and systems within the preschool meet current legislation and preschool policies.
5. Ensure the preschool's support services, systems and structures work effectively and efficiently on a day to day basis
6. Provide support to the Manager in the development of policies and strategic plans, ensuring that the objectives and priorities are implemented and reviewed systematically.
7. Provide support to the Manager in developing new initiatives, managing change and maintaining an oversight of the support services provided to the preschool.
8. Collate, analyse and present information to the Manager on performance, offering solutions and options as to how performance can be improved.
9. Liaise with the Committee as required providing finance reports, HR information, governance issues and premises information.
10. Attend Staff, Committee and sub-Committee meetings as required. Attend meetings outside of the preschool, as required, always acting as an ambassador for the preschool.

Committee Support:

1. To ensure the Committee are aware of their responsibility as Charity Trustees, and the compliance requirements of being a 'Registered Person'.
2. To provide support as required to both the incoming and outgoing Committees after each AGM (and on an ad-hoc basis as necessary), to ensure a smooth transition and to ensure that all relevant bodies (Ofsted, Charities Commission, Bank Account) are notified of changes.

Finance

1. Ensure accurate financial records of income, expenditure and variance to budget are kept.
2. Manage and update records of forecasted income for the current financial year, based on current child headcount and confirmed new starters.
3. Prepare an annual budget in conjunction with Committee Members, reviewing and updating on a termly basis.
4. Manage fee invoicing and payments for the setting, ensuring that policies are consistently applied.
5. Ensure any debts to the preschool are kept to an absolute minimum and rigorously addressed.
6. Compile and submit the termly Early Years Funding application in a timely manner, liaising with parents, other settings and the funding department from the local authority as necessary.
7. Review all funding provided from the Local Authority to ensure that the preschool receives all funding to which it is entitled. This may include, but is not limited to, EYPP, DAF and SENIF.
8. Ensure that invoices and staff expense claims are approved and paid in accordance with the relevant policies.
9. Organise & manage ongoing fundraising initiatives, supporting the fundraising committee as directed.
10. Actively seek to secure alternative sources of income (such as grant applications) by preparing accurate bids, in line with criteria, to support new projects and/or enrichment opportunities
11. Ensure all contracted services, when in operation, provide a high-quality service and value for money.

Compliance & Governance

1. Create and amend policies to ensure they are kept up to date, and to ensure that the policies are reviewed in line with the annual schedule.
2. Ensure that all regulatory & compliance registrations and memberships are updated with change of details and renewed as necessary. This includes: Ofsted Registration, Maintenance Plans, ICO, Charity Commission, HMRC, Early Years Funding Agreement and the Early Years Membership.
3. Ensure that the Preschool has appropriate insurance for all activities.
3. Ensure that the Preschool remains compliant with all GDPR requirements.

Staffing & Payroll:

1. Assist with recruitment; placing job adverts, compiling and sending out application packs etc. and dealing with other HR tasks as necessary.

2. Manage new staff inductions, obtaining DBS check and ensuring all relevant paperwork is completed and documents checked, scanned and filed.
3. Ensure that all newly appointed staff receive a contract of employment and job description within the statutory period.
4. Maintain oversight of all personnel records including employment contracts and job descriptions, ensuring accurate records of changes to staff hours and pay rates are kept.
5. Ensure that the Pay and Conditions for all staff meet statutory requirements.
6. Ensure compliance with all legislative requirements relating to human resources.
7. To be responsible for ensuring Human Resources/Personnel policies are in place, are regularly reviewed and updated and that advice is available for the Manager.
8. Maintain an up-to-date record of staff training, booking training courses as required and work alongside Manager to set annual training budget
9. In conjunction with Manager, plan and organise staffing schedules to ensure staffing levels are in compliance with OFSTED

Administrative Support

1. Manage incoming and outgoing post, emails, phone calls and take responsibility for referring the correspondence to the relevant bodies.
2. Provide effective confidential administrative support to the Management Committee and Manager as required.
3. Act as the first point of contact for parent queries and ensure that all relevant information passed to staff.
4. Act as 'liaison' for the preschool for all parent communications such as trips, events, notices, fundraising efforts, changes in policy etc and assist with communications such as the Newsletter as required.
5. Manage and update the child headcount spreadsheet with new starters, session changes and termly re-enrolments.
6. Maintain all records and data held by the preschool on children and their families, to ensure it is accurate, up to date, appropriate and retained in compliance with retention guidelines.
7. Produce an annual parent questionnaire and compile results.
8. Ensure the Preschool website & Facebook Page is accurate, appropriate and up to date, and that it fulfils all legal requirements.
9. Prepare registers, late collection forms and any other paperwork as required by the preschool.
10. Prepare an analysis of incident, accidents, attendance and parental tapestry usage on a half-termly basis.

Admissions

1. Actively market and promote the preschool to ensure that vacant places are filled, and its services are marketed and advertised.
2. Update and maintain the Prospectus, Application & Registration Forms, Terms & Conditions and New Starter Information Pack, ensuring these are sent to families in a timely fashion.

3. Manage the preschool admissions process including the arrangement of preschool visits, home visits and responding to parent enquiries.
4. Add new child records to the relevant databases and mailing lists following receipt of the registration form.

Resources, Equipment & Technology

1. Ensure IT hardware, software and telephone systems support the efficient running of the preschool.
2. Monitor and replenish resources and equipment as required using pre-approved channels.
3. Ensure that staff and committee members have the appropriate access to email, shared files on Microsoft OneDrive and Tapestry as required.
4. Ensure software systems used to monitor and record child development are kept up to date in line with Policies.