



JOB DESCRIPTION

NOOR UL ISLAM PRE-SCHOOL

ADMINISTRATION OFFICER

Responsible to: Pre-School Manager/Management Committee

Location: 715 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

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.

Save computer data back ups on a weekly basis.

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 Welcome Pack for new parents.



Calculate all staff monthly hours and hand over to Finance Department.

Notify Management of all annual leave requests.

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.

Set up, display and tidy all documents on the parents table and parental information leaflets on a daily basis.

Keep parental information boards updated with all relevant information.

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

Essential Criteria:

- 1 year administrative experience.
- Competent in using Microsoft Office.
- Demonstrate a high level of competence in the use and understanding of the English language.
- Sound understanding of child development, and of children's needs.
- Ability to work within a team of adults.
- Ability to write clear reports.
- Suitable both mentally and physically, to care for children.