

JOB DESCRIPTION: ADMIN SUPPORT OFFICER

Job title: Admin Support Officer

Responsible for: N/A

Responsible to: Office Manager

Purpose of job: To provide admin support to the Office Manager

Main Duties:

Clerical

- To deal with reception duties, including telephone and general enquiries
- To be the main point of contact for parent and visitor enquiries
- To carry out general clerical tasks including filing and photocopying
- To operate the preschool computer systems, using all relevant programs in Microsoft Office Business and other software applications
- To assist with data entry and maintaining up to date records
- To produce verbal and written reports as required
- To take minutes during meetings as required
- To produce information for parents e.g. letters, notices etc.
- To assist with collecting fees and other monies from parents
- To assist in ordering resources, equipment and materials and assisting in stock control
- To assist with preschool mailouts
- To post items of mail as required

Information

- To give general information and guidance relating to the preschool, local childcare facilities and opportunities for play
- To assist the Office Manager with information updates for the preschool website
- To regularly update displays and information in reception areas

General

- To encourage parental involvement in the preschool
- To be aware of the main health and safety issues specific to the preschool and how they relate to children, staff, visitors and contractors
- To implement all preschool policies and procedures, especially those on diversity and inclusion, confidentiality and data protection
- To work as part of a team
- To attend in-service training and meetings as required
- To work at fund raising events as required
- To undertake any other reasonable duties as directed by the Office Manager, in accordance with the preschool business plan and objectives

Redwood Pre-School is committed to safeguarding children and to equality of opportunity in employment. All posts are exempt from the Rehabilitation of Offenders Act 1974. Applicants must be prepared to disclose any convictions they may have and any orders which have been made against them. All appointments are subject to an enhanced DBS check. Applicants are required to bring original certificates of essential qualifications, evidence confirming identity and National Insurance Number, and P45 if applicable to the interview. References will be taken up prior to interview.

PERSON SPECIFICATION: ADMIN SUPPORT OFFICER

Candidates will need to demonstrate through their application form, skills test and interview:

Qualifications

Essential

GCSE – English and Maths or equivalent

GCSE Office / Computer / ICT Studies or equivalent

Desirable

Further qualifications

Experience

Essential

Sound knowledge and experience of Microsoft Office Business programmes

Desirable

Experience in an office environment

Experience of liaising and communicating with members of the public

Experience of working with voluntary sector groups and/or registered charities

Knowledge of

Child protection policies and procedures

Equality and diversity issues

The Data Protection Act 1998

The need for policies and procedures

Basic First Aid

Health and safety

The role of the Management Committee

The local community or be willing to acquire it

Under 5's provisions

Ability to

Communicate effectively (using both written and oral means)

Use ICT effectively

Work as part of a team and on own initiative

Plan and organise

Promote the Pre-School in whatever way is required (Public Relations)

Be flexible

Work to tight deadlines

Use office equipment

Commitment to

Learning

Young children and families

Parental partnership

Team work, including good personal relationships, good communication and good humour

Respecting each child and family with regard to the protected characteristics of disability, race, colour, ethnic or national origin, gender reassignment, religion or belief, sex, sexual orientation, age, pregnancy or maternity or marriage and civil partnership