



Business Administrator

This is a new role for a competent, professional, adaptable individual who can use their own initiative and commit to the success of the nursery and school club business.

We provide a rich caring and learning environment for children aged 0 to 8 years. Our operating hours are 7:30 until 18:00

Working hours will be Monday-Fri

32 hours per week NOT INCLUDING ½ meal breaks per day which are unpaid.

Outline

Business Administrator reports to: Senior Management Team

Hours: 32 per week

Key Purpose of Job:

To be responsible for the daily administration & operations of the setting whilst adhering to Honeybees Day Nursery's policies and procedures. Ensuring compliance with the Childcare Act 2006, all Health and Safety legislation, Early Years Foundation Stage (EYFS) framework, and requirements as laid down by the Government DCSF and regulated by OFSTED Accountabilities & Activities Key Accountability:

To ensure that the setting provides high quality childcare and is compliant with company policy, relevant legislation, and requirements as laid down by the Government - DCSF and regulated by OFSTED

Job Description

1. The following list of duties is intended to indicate the range rather than set limits. Assist the Senior management of the setting in accordance with company policy and procedures ensuring compliance with relevant legislation and local authority and OFSTED requirements, seeking advice and support from the Senior Management Team.
2. Assist the company in securing and sustaining OFSTED registration, providing consistent quality of service, appropriately preparing for OFSTED inspections and action any recommendations that may result from an inspection.
3. Monitor all child protection and health and safety issues to ensure that any remedial action is taken immediately, and advice is sort from the Senior Management Team.
4. Provide effective day to day setting administration.
5. Support the Senior Management team with the objectives of the setting.
6. Support the Senior Management team with the planning of the training strategy for Staff, Students and Apprentices.
7. Promote Equal Opportunities, Equality and Diversity throughout the setting.
8. Assist the Senior Management team with the supporting of parents/carers and other family members
9. Assist the Senior Management team with the Local authority and other professionals associated with the setting
10. Assist the Senior Management team with monthly staff meetings and training sessions outside working hours.
11. Undertake other duties as may be requested from time to time.
12. Can work under pressure and use own initiative.
13. Write professional letters and emails to parents, staff and external agencies
14. Monitor and update the nursery software and alert where necessary the Senior Management team to any tasks.
15. Can plan and instigate events and coordinate tasks

16. The ability to initiate and maintain effective partnerships and working relationships with a wide range of people, including parents, colleagues and outside agencies
17. Have very good organisation skills.
18. The ability to work to deadlines and under pressure
19. Reliable and trustworthy
20. Have a sense of humour and flexibility
21. Ensure that all staff receive relevant training and guidance to allow them to carry out their jobs in accordance with the existing processes and through six weekly and annual performance reviews.
22. Ensure a training needs analysis is carried out to align internal skills with the aims and future objectives of the business.
23. Look at and alert any trends in accidents/incidents and notify the Senior Management team of any remedial action.
24. Assist the Senior Management team with effective staff management, seeking advice and support from the Senior Management team where necessary.
25. Ensure that policies and procedures are fully implemented.
26. Ensure the required standards of cleanliness and hygiene are achieved, risk assessments are in place, the environments and equipment are appropriately maintained.
27. To attend weekly meetings with the company's Senior Management team to identify key concerns and priorities and agree actions communicated and promoted throughout the setting.
28. Ongoing collaboration with the company's Senior Management team to monitor progress and identify changing priorities.
29. Review processes on a regular basis, consulting the Senior Management team to ensure consistency with best practice, regulatory and statutory requirements.
30. Actively seek and promote a nursery evaluation system in line with Ofsted requirement or any other authorities action plans
31. To ensure that programmed events and processes are successfully completed within agreed deadlines.
32. Source equipment in line with the company's policies and procedures.
33. Assist the Senior Management team with recruitment and selection of the setting staff in accordance with company policy, making sure that those appointed are qualified/have the skills required to work in the setting; references and DBS clearances are obtained, and contracts issued in line with the company's safer recruitment policy.
34. Conduct regular check ins with all newly appointed staff, including changes in position, and assist with action plans.
35. Effectively and efficiently handle parental complaints, whether childcare or business in nature.
36. Promoting and enabling a parent's close involvement in their child's development build upon an open-door relationship with parents.
37. Support the requirements of children with special needs in line with company policy.
38. A good understanding of finance and funding and to provide a solid debt management system.
39. To have a good understanding of marketing a childcare setting on social media.

Personal Specification Essential Criteria and Desirable Criteria

Relevant Experience Identified At least two years' experience of working in an early year setting at a senior level or have at least two years other suitable experience supporting staff teams, credit control experience, budget control, marketing knowledge through social media and the ability to be organised and not be easily distracted.

Knowledge:

A good understanding of statutory requirements and the ability to organise a busy senior team. A flexible approach to adapt to change and deal with emergencies or unforeseen events. Knowledge and experience of policies and procedures relating to child protection, health & safety, security, equal opportunities and confidentiality. An understanding of the commercial and financial aspects of the childcare business



Skills and Abilities

Approachable manner with a high level of interpersonal skills and confidentiality, the ability to motivate and inspire colleagues, Excellent communication skills, both oral and written, appropriate to a variety of audiences. Ability to analyse information for reporting purposes, Effective skills to deal sensitively with, and resolve, conflict and complaints Ability to be assertive, when necessary, Strong organisational, planning and time management skills

Other requirements

An understanding of, and commitment to, equal opportunities an understanding of Health and Safety in the workplace A willingness to organise staff meetings, open days, parents evenings and training, including some evenings and weekends A strong commitment to both personal and organisational success and a determination to get things done. To be an ambassador for Honeybees Day Nursery & Pre School to behave in such a way, both inside and outside of work, which would not bring the Company into disrepute Confidentiality is paramount and should be adhered to at all times, conforming to the settings Confidentiality Policy.

Salary and rewards

The salary dependant of experience

Excellent Discount scheme for employees wishing to bring their child to the setting

5.6 weeks holiday inclusive of bank holidays (save 1 week for Christmas closure)

Contributory Staff Pension

Free Parking

Support with CPD Training

We are committed to Safeguarding Children ~ this post is subject to a DBS check. It is exempt from the Rehabilitation of Offenders Act 1974.