

# Grove House Nursery School and Children's Centre

## Job Description

### Children's Centre Administrator



<b>Post:</b>	Children's Centre Administrator
<b>Responsible to:</b>	Head Teacher
<b>Reporting to:</b>	Lead Practitioner
<b>Supervisory responsibility:</b>	None, apart from assisting in work familiarisation of new members of staff.
<b>Grade</b>	4
<b>Hours:</b>	20-25

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### Main purposes of the job

- Under the instruction of senior staff, provide routine general, clerical, administrative and financial support to the school.
  - Assistance with the management of children's centre database and its activities; producing clear, concise, accurate information using the database.
  - To be responsible for promoting and safeguarding the welfare of children and young people within the school.
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### Main responsibilities and task

#### Administration

1. To undertake reception duties, answering routine telephone, face-to-face enquiries and signing in visitors.
2. To assist the SBM in the efficient management and organisation of the centre office.
3. To enter family data and centre activity data on to Children's Centre database and complete question level analysis in order to prepare reports for senior staff.
4. To ensure data for new families is recorded on the database and kept up to date and check for missing data and fill gaps by contacting other schools or agencies.
5. To produce documents, reports and letters using a variety of IT based systems such as spreadsheets, databases, word processing, mail merge, etc. Produce reports that identify hard to reach and vulnerable groups. Distribute data in a format suitable for senior leadership team.
6. Complete any returns and send electronically to the Local Authority as required. Maintain systems for monitoring and tracking of event/activity progress and arrange provision, analysis and evaluation of data and detailed reports/information as required.
7. Provide general administrative support to the Extended Services Co-ordinator including arranging meetings and agendas and circulating information to appropriate persons.
8. To ensure class registers are accurate and up to date. Chase non-attendance, monitor pupil absence, leave of absence. Input attendances into SIMs attendance module, provide information to LA as requested.
9. To be the first point of contact for room bookings at the site for internal and external partners.
10. Display data information in a clear, concise, easily understandable way as required for a range of audiences. Take responsibility and ensure that all displayed and publicly available information is up to date and maintained in a tidy and orderly fashion.
11. To contribute to the development and operation of effective office systems and procedures for the service and undertake routine administration e.g. photocopying, filing, e-mailing, monitoring supplies and assisting with order requisitioning when required.
12. Sort and distribute mail.
13. Assist with routine financial administration e.g. trips, school fund etc.

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**Responsibilities**

1. To adhere to all relevant school policies, procedures and systems.
2. Be aware of and comply with policies and procedures relating to child protection, security, confidentiality, and data protection, reporting all concerns to an appropriate person.
3. To apply Best Practice in Health and Safety in the Workplace in collaboration with other members of the team.
4. To contribute to the overall ethos and aims of the centre.
5. Establish constructive relationships and communicate with other agencies/professionals.
6. Participate in training opportunities and professional development as required.
7. To ensure all duties are completed within required time frames, accurately and in a professional manner.
8. To be responsible for promoting and safeguarding the welfare of children and young people within the school.
9. To undertake other similar duties commensurate with the level of the post as required.
10. To adhere to school policy on equality and diversity.
11. To contribute to the overall ethos and aims of the school.
12. To appreciate and support the roles of other professionals.
13. Participate in training opportunities and professional development as required.
14. Undertake similar clerical duties commensurate with the level of the post as required by the Head teacher.

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**Signatures – line manager and job holder**

**Signature of Manager:** \_\_\_\_\_ **Date:**     /     /

**Signature of post holder:** \_\_\_\_\_ **Date:**     /     /

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