

asquith day nurseries

JOB DESCRIPTION

Administrative Assistant Nursery and Pre-school Units.



Role Purpose

- To work as a member of the Nursery staff team, providing support to the Nursery Manager on all administrative matters, in one or across several sites.

Accountabilities

Operational

- Answer the telephone and ensure that messages are promptly delivered.
- Process incoming and outgoing mail.
- Be fully conversant with the use of the Nursery System in order to:
 - Maintain accurate records of all children and bookings and waiting lists.
 - Produce and process invoices.
 - Arrange for the collection of fees, bank fees, and manage debtors.
- Deal with child place enquiries and advise on the allocation of places.

- Assist with the organisation of Open Days and attend the same, where appropriate.
- Ensure all weekly/monthly returns are made to the appropriate bodies e.g. Regional Director, support office, Personnel, Payroll.
- Maintain stationery stocks for the Nursery and re-ordering as required.
- Perform general office duties including:
 - Undertaking general typing duties.
 - Photocopying and filing as required.
- Assist with the placing of advertisements for child places and staff vacancies.
- Provide hospitality to visitors.
- Perform any other duties required by the Manager.
- Ensure the Company's Equal Opportunities Policy is adhered to at all times.

Person Specification	Essential	Desirable
Pleasant telephone manner and good command of English	✓	
Friendly, outgoing personality	✓	
Computer literate	✓	
Excellent keyboard skills	✓	
Ability to prioritise workload and work to deadlines	✓	
Ability to work on own initiative as well as part of a team	✓	
Knowledge and understanding of Equal Opportunities		✓