

JOB DESCRIPTION

ADMINISTRATOR

BOLTON SCHOOL NURSERY

MAIN PURPOSE OF JOB:

- To provide a high standard and effective administrative service to the Nursery Management Team providing secretarial support as needed.
- To act as point of contact for parents, prospective parents, suppliers, staff and general queries, referring on to the Management Team and other staff members as appropriate.

MAIN DUTIES:

- To provide day to day support for the work of the Nursery Management Team.
- Provide a knowledgeable and courteous information service to parents and staff within the School and Nursery, suppliers and outside agencies.
- To maintain a friendly yet constructive relationship with parents of children at the Nursery and with prospective visiting parents.
- To receive incoming calls, relaying information to those concerned and taking action if necessary.
- To be responsible for processing all Nursery child application forms and maintaining the waiting list.
- To type letters and produce application packs for prospective parents and forward as necessary.
- To be responsible for maintaining accurate child records and appropriate filing systems.
- To input data on the Child Entry Database, compiling weekly and monthly reports from the database and maintaining accurate records.
- To organise the Early Years Grant funding for the Nursery parents who are eligible for funding from Bolton Council at regular intervals, analysing information and writing to all parents concerned, distributing material for parents to sign and return within strict deadlines.
- Working alongside the other admin staff to control the bookings of meetings, viewings, maintenance requests in conjunction with other members of staff.
- To be responsible for maintaining and updating staff records on the Staff database and providing information for the manual files.
- To arrange bookings, organise events for all Nursery functions and events in conjunction with the Nursery Management Team.
- To organise and oversee extra activities for the children i.e. swimming lessons, photographs etc. and to be responsible for taking payments and adding any payments when necessary onto Parent Pay system.
- To liaise with the Finance Department regarding fee issues and queries on behalf of the parents and ensure Finance are aware of any changes to sessions which may affect billing.
- To collect and organise relevant information for parents (e.g. leaflets, booklets, posters) to ensure that display material is updated on a regular basis.
- To attend staff meetings, occasional training days and open mornings as and when required.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.

PERSON SPECIFICATION

ADMINISTRATOR

BOLTON SCHOOL NURSERY

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Five GCSE's, Grades A-C or equivalent	Essential	Application Form
NVQ Level 3 in Administration	Desirable	Application Form
ECDL	Desirable	Application Form
KNOWLEDGE/EXPERIENCE/SKILLS	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience in providing an effective and efficient administration service	Essential	Application Form/ References
Proficient in Word, Excel and Outlook software packages	Essential	Application Form/ References
Excellent communication skills at all levels, both oral and written	Essential	Application Form/ References/Interview
Ability to organise efficiently and prioritise to meet deadlines	Essential	Application Form/ References
PERSONAL COMPETENCIES, QUALITIES, ATTITUDE AND BEHAVIOURS	ESSENTIAL/ DESIRABLE	EVIDENCE
Excellent interpersonal skills	Essential	Application Form/ References/Interview
The ability to communicate effectively at all levels	Essential	Application Form/ References/Interview
Genuine team worker	Essential	Application Form/ References/Interview

Enthusiastic, conscientious and hardworking	Essential	Application Form/ References/Interview
The ability to work in a calm and logical manner and to multitask in a busy environment	Essential	Application Form/ References/Interview
Discretion and the ability to keep information confidential at all times	Essential	Application Form/Interview
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Application Form/ References/Interview



TERMS AND CONDITIONS

ADMINISTRATOR

BOLTON SCHOOL NURSERY

SALARY
The salary will be based on point 05 on the Bolton School Support Staff Salary Scale, which is £26,104 per annum, pro-rata this equates to £21,165 per annum (from September 2026).
HOURS OF WORK
Hours of work will be 30 per week. The successful candidate will be required to work Monday to Friday, 12.00 noon until 6.00pm, all year round. Attendance at open morning and other Nursery events will also be required.
HOLIDAY
20 days annual holiday, additional days holiday between Christmas and New Year plus public holidays. Pro-rata for part time employees of the School.
LINE MANAGEMENT
Nursery Management Team
PENSION
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis. If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.
OTHER BENEFITS
• Lunches will be provided free of charge on campus. • Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route). • Life Assurance cover up until the age of 65. • Access to a free Employee Assistance Programme. • Training and development opportunities will be offered. • Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School. • In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus. • Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils. • Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts. • Ride to Work Scheme available.

- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.