Job Title: Nursery Secretary/Receptionist
Reports to: Nursery Manager
Responsible for: Administrative support in the Nursery
Contacts: Staff, pupils, parents and visitors to the Nursery/School.

JOB SUMMARY

Provide an efficient administrative, secretarial and reception service for the Nursery

PRINCIPAL ACCOUNTABILITIES

- Act as Secretary and Receptionist for the Nursery, also answering telephone enquiries.
- Support and liaise primarily with the Nursery Manager and Deputy Manager.
- Welcome parents/carers and visitors in a friendly and professional manner.
- In conjunction with the Nursery Manager and the Admissions team, action Nursery enquiries (send out registration forms, fees and other relevant paperwork), registration of new children and maintain the Nursery waiting list.
- Collate and maintain information on the school database for all new Nursery joiners and current Nursery children.
- Upload the Nursery photographs from the cameras to store on the school database.
- Order stationery and equipment for the Nursery in conjunction with the Nursery Manager.
- Liaise with all departments in the Main School including Accounts, Catering, Housekeeping, Maintenance and IT.
- Photocopying and laminating for the Nursery and also the Junior School when required.
- Assist with sales of Nursery Uniform.
- If required by the Nursery Manager/Deputy Manager, provide classroom cover in an emergency situation.
- Attend Main School admin staff meetings, Nursery staff meetings and Saturday open mornings.
- Undertake any other reasonable tasks in order to provide a responsive support service to the Nursery and the wider School.

Conditions of Service:

Part time role – 13 hours per week (Thursdays 12.00noon to 5.00pm and Fridays 8.00am to 5.00pm with 1 hour lunch)
All year round (52 week p.a. role), less holiday entitlement of 5 weeks plus bank holidays (pro-rata)