

## Job Description

<b>Job Title:</b>	Pre-School Business Support Administrator
<b>Group:</b>	UK Independent Schools
<b>Dept/Project/Service:</b>	St. Andrews
<b>Reports to:</b>	Business Manager
<b>Responsible for:</b>	N/A
<b>Usual office base:</b>	St. Andrews School
<b>Grade:</b>	9

### **Job Purpose:**

Diligently and professionally support all administrative processes to facilitate the effective running of a busy school office. Work in a professional and friendly manner when dealing with parents, staff and pupils. The postholder will directly support the Head of Pre-School, and as part of the wider Administrative team will also collaborate closely with the Business Administration team, to ensure consistency and alignment across all processes and procedures.

### **Job Objectives:**

#### **Receptionist duties**

Answer the telephone and deal with visitors to the Pre-School, responding to queries where possible, delivering messages as required whilst ensuring compliance with the relevant procedures for visitors to the School.

#### **Admissions & Marketing**

1. Working in conjunction with the Pre-School Manager and the Marketing, Communications and Admissions Officer (MCA Officer) to support the management of the admissions process at the Pre-School. Delivering an efficient, warm and friendly admissions programme, representing the School in a professional and welcoming manner at all stages of the customer journey.

2. Ensuring all admission data, in accordance with the admissions procedure is accurately captured on the School's Management Information System (MIS).
3. Maintain the register of Pre-School prospective pupils and actively manage waiting lists ensuring optimum pupil numbers are met. Support the Business Manager with budget forecasts for the Pre-School.
4. Distribute the prospectus as required, answering queries and arranging viewings for prospective parents.
5. Arrange necessary paperwork to be completed by parents including Acceptance Forms and Welcome Packs.
6. Support the Head of the Pre-School with registers and room allocation.
7. Working with the Marketing and Communications officer, support the marketing of the Pre-School by generating social media and updating the events board, following the School's marketing guidelines. This includes ensuring that images of individual pupils are not published without parental permission.
8. Support the Head of Pre-School with organising and participating in school trips, and other school events.

### **Data Protection**

1. Assist the Data Protection Lead (Business Manager) in promoting awareness and understanding of data protection responsibilities across the School.
2. Participate in and contribute to Data Protection meetings.
3. Support the development and implementation of Data Protection Impact Assessments (DPIAs) to identify and mitigate data-related risks.
4. Aid in the management and maintenance of data in accordance with the School's data retention and disposal policies.

### **School Finances & Procurement**

1. Collate parent returns and support data input for Medway Council & Grant Funding.
2. Allocations for fee invoicing and credits on the School's PSMS. Invoicing of deposit and registration fees.
3. Manage incoming school fee payments and subsequent banking; collation, recording and reporting (including voucher payments) on Business World.
4. Support the Team in the delivery of effective debt management controls and reporting.

5. Record income from fundraising events and fee payments in line with School procedures. Prepare ad-hoc charges for Breakfast Club, After School Club and Holiday Care for invoicing.
6. Ensure value for money when sourcing suppliers in collaboration with the Head of Pre-School and the School Business Manager.
7. Responsible for managing the collation, ordering and receipting of Pre-School Stationery and maintaining the stationery stock cupboard.

### **Medical**

1. Manage the first aid requirements and paperwork of pupils with specific medical needs as per the school medicine and 1st aid policy.
2. Ensuring contents of medical bags, including all paperwork, is up to date by liaising with parents. Ensuring that Pre-School medical records are updated and that the information is shared as required.
3. Checking the contents of all medical packs, ensuring supplies are in date and first aid compliance requirements are met.

### **School Events**

Support planning and organisation of Pre-School events to include charity and fundraising events, and assist with the events as required

### **General administration duties**

1. Update After-School Activity Club registers as required and collate after school activity requests for new parents.
2. Filing, archiving, typing general school letters, producing School Certificates, proof reading, data collation.
3. Updating displays and notices as requested.
4. Sending parent communications as requested via Parentmail.

### **First Aider**

The postholder will be required to maintain a First Aid at Work certificate to act as a first aider for staff as required.

## Scope:

This role promotes and supports the School Aims. The postholder will share in the corporate responsibility for the wellbeing of all pupils and good morale among the staff. Objectives are indicative of responsibilities but not exhaustive of role requirements, and Administrators may be called upon to perform other duties that are considered reasonable and commensurate with the post.

## Person Specification:

### Knowledge

#### Essential:

- » Excellent working knowledge of Management Information Systems
- » Excellent working knowledge of Office 365 (Word, Excel, Outlook)
- » 5 GCSE's at grade 5 or above, or equivalent, to include English and Maths
- » The postholder will need to be a qualified first aider, and training will be provided as needed

#### Desirable:

- » Knowledge of accounts systems
- » Educated to at least A level standard or equivalent

### Experience

#### Essential:

- » Minimum of two years of related administrative experience working in an office
- » Experience of providing a first-class service to customers

#### Desirable:

- » Previous experience of working in a school administrative role and understanding the school admissions cycle
- » Previous experience of accounting systems

### Skills

#### Essential:

- » Flexible approach to dealing with multiple and varying duties concurrently
- » Ability to work proactively and manage workload to meet deadlines
- » Excellent communication skills
- » Meticulous attention to detail when data inputting
- » Ability to produce reports and organise data for reporting

- » Ability to work in a professional, friendly manner
- » Ability to handle confidential information within GDPR requirements, to protect the privacy of children

## Our Values



Education Development Trust is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure and Barring Service (DBS). This will be at minimum a basic DBS check.

Education Development Trust also participates in the Inter Agency Misconduct Disclosure Scheme and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment,

during employment, or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.