



Little Angels Fun Club and Nursery

Job Description Administration Assistant

Purpose of Post

1. To work under the direction of the Administration Manager and deputise for her as and when required
2. To contribute a high standard of administrative support to the company.
3. To give support to other personnel within the Nursery.
4. To implement and develop existing and new systems which create a professional impact on those coming into contact with the nursery.

Key Areas

1. Work with all personnel in the nursery but specifically the management team.
2. Answering the telephone and taking messages. Greeting visitors to the nursery.
3. Providing administrative support to the senior management team.

Responsible To:

Administration Manager

Duties and Responsibilities

1. To contribute to a programme of systems in place for personnel and others who come in contact with our organisation.
2. To keep proper records throughout the offices.
3. To work within the framework of policies and procedures within Little Angels' Operational Plan.
4. Support all staff and engage in a good staff team.
5. Liaise with and support parents and other family members.
6. To attend out of working hours activities, e.g. training, monthly staff meetings, parents evenings, summer fayre, Christmas party, etc.
7. To be flexible within working practices of nursery. Be prepared to help where needed, including working with the nursery staff to care for the children.
8. Work alongside the manager and staff team to ensure that the philosophy behind the project is fulfilled and Ofsted standards met.
9. Look upon the setting as a "whole" and be constantly aware of the security and safety of the children.
10. Ensure child is collected by someone known to fun club and nursery.
11. To respect the confidentiality of information received.
12. To develop your role within the team especially with regard to supporting the senior management team.
13. To be aware of the high profile of the nursery and to uphold its standards at all times.

Specific Tasks:

- Set up and manage files, in date order, to help the office run smoothly.
- To keep all files, including personnel, updated.
- Ensure messages are passed on inside and outside of nursery.
- Manage stock levels of uniform, cleaning and office supplies and re-order when necessary
- Photocopying and filing documents

Signature_____

Date_____

Signature_____

Date_____