

POST:	Business Administration Apprentice
APPRENTICESHIP:	Business Admin L3 Apprentice
SALARY:	30-40 hours a week and £5 per hour
START DATE:	ASAP

BASIC OBJECTIVES OF THE POST

To provide high quality care and early years service as staff member of our Nursery team

MAIN DUTIES & RESPONSIBILITIES

General duties with the direction of the nursery manager

- Filing
- Typing
- Answering telephone calls communicating pleasantly and effectively in person, in writing.
- Managing diary
- To be the first point of contact for people contacting the nursery greeting customers with the up most professionalism and show round and maintain security system for visitors.
- Maintaining all contact list
- Maintaining confidentiality at all times
- Updating nursery Tapestry and Family social media with children's and parents information
- Preparing monthly payroll spreadsheet. Ensure that this is authorised by the Nursery Manager/Deputy.
- Produce and distribute, letters, newsletters, emails and any relevant information accordingly
- Assist in regular reports
- Take minutes of meetings
- Maintaining filing system
- Order office supply's
- Update records
- Raise any concerns with the Nursery Manager.
- Handling some cash

- Keeping the office tidy.
- Working closely with the Nursery Manager/Deputy.
- General office duties including general employee and children administration.
- Any other duties requested by the Manager/Deputy.
- Ordering from suppliers.
- Ensuring payments are up to date as instructed by nursery manager
- Demonstrating a high standard of service as front house of the nursery
- following directions of the nursery manager, in the absence of the manger, following directions of the person in charge
- Work in partnership with parents and carers, recognising that parents are their children's first educators and primary attachment. Encourage continuous parental involvement in the nursery.
- Be aware of child protection issues and follow the nursery's Safeguarding Children policy and procedures
- Participate in professional development and training.
- Work in partnership with other early year's professionals and outside agencies, e.g. Haringey Early Years team.
- The post will be working in a busy environment supporting the nursery staff.

Your duties will be as set out in the above job description but please note that the manager reserves the right to update your job description, from time to time, to reflect changes in, or to, your job. You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably required.

Conditions of Employment

This Job Description is not intended to be a complete inventory of all the activities the job holder would be expected to undertake. The post holder is required to comply with all the nursery's policies and procedures and to meet his/her responsibilities under the Health & Safety at Work Act. This Job Description is subject to review and change in light of future developments.