

**Job Title:** Administration Assistant

**Reports To:** Office Manager

**Responsible To:** Office Manager

**Hours:** 9:00 AM – 3:00 PM, Monday to Friday (Term Time Only - 38 weeks per year)

**Location:** Acorn to Oak Nursery and Preschool

**Salary:** £17,549.00 - £20,056.00, based on experience

### **About Acorn to Oak:**

Acorn to Oak Nursery and Preschool is dedicated to providing exceptional care and education in a nurturing environment. We are committed to safeguarding and promoting the welfare of children. As such, this position is exempt from the Rehabilitation of Offenders Act 1974, and the successful candidate will be required to undertake an enhanced DBS check.

### **Job Summary:**

We are seeking an ambitious and proactive **Administration Assistant** to assist the Office Manager with the day-to-day operations of our nursery. The ideal candidate will be responsible for essential administrative tasks, coordinating communication between staff and parents, and maintaining important records. You will work closely with the Office Manager to ensure the smooth running of the office and efficient communication with parents. Building strong working relationships with the Nursery Manager and Nursery Director will be a key part of the role to ensure alignment on nursery operations and management goals.

### **Key Responsibilities:**

The Administration Assistant will be tasked by the Office Manager with a variety of responsibilities designed to ensure the efficient administration and smooth operation of the nursery. These responsibilities include, but are not limited to:

- Maintain accurate and up-to-date children's folders, including key documents such as parent contracts, registration forms, allergy forms, medical information, and authorized pick-up details.
- Schedule settling-in sessions for all new children 1-2 weeks prior to their start date, and communicate with parents to explain what to expect and address any questions they may have.
- Issue and track the return of new children's starting forms via DocuSign, ensuring accuracy and compliance with nursery procedures.
- Provide clear and professional communication to parents regarding settling-in procedures, transitions to new rooms, and other important updates.
- Send transition letters via email to parents, liaise with staff to arrange settling-in sessions for children moving rooms, and update the management system accordingly.
- Update key person information and liaise with parents regarding any changes.
- Update children's permissions, address changes, and any other data on our management system as required.
- Update allergy and health information in our management system as needed.
- Assist with the preparation of healthcare plans for children with medical needs, ensuring all plans are thorough and meet required standards, while ensuring the Nursery Manager is satisfied with the outcomes.
- Ensure that first aid kits are fully stocked and that medications for children with medical needs are within their expiration dates, proactively addressing any shortages or replacements.

- Review the correct spelling, grammar, and formatting in all assessments, observations, daily moments, and communications prior to staff sending them to parents.
- Provide general administrative support, including filing, photocopying, scanning, and laminating.
- Proactively order supplies from external vendors (e.g., Amazon, Sainsbury) to ensure the nursery is consistently stocked with necessary materials, ranging from office supplies to childcare essentials, in a timely and cost-effective manner.
- Maintain accurate inventory records, ensuring that all orders are tracked and delivered correctly while promptly addressing any discrepancies or issues with suppliers.
- Ensure that all rooms are stocked daily with necessary supplies.
- Assist in managing uniform orders for children each term.
- Liaise with room and kitchen staff to ensure that all dietary requirements are met, creating and maintaining tent cards and dietary requirement sheets.
- Manage the nursery office diary, including scheduling appointments and nursery events.
- Support in the setup and management of the booking system for parents' evenings and ensure that accurate records are maintained for staff attendance on the day.
- Cover in rooms when required, especially in cases of emergencies (e.g., staff sickness), at the direction of the Nursery Manager or Office Manager.
- Log all new customer inquiries into the nursery's management system, ensuring accurate tracking of potential new sign-ups, and follow up with parents as directed while updating inquiry statuses.
- Send out communications or forms to parents when directed by the Nursery Manager or Office Manager, ensuring timely and clear information sharing.
- Assist with the nursery's social media by taking photos of activities and ensuring that all permissions are in place before sharing, as well as tracking and facilitating staff training.

*Assist the Office Manager and Nursery Manager with any other administrative tasks necessary to support the smooth running of the nursery.*

#### **Key Skills:**

- Previous experience in an administrative or office support role (preferably in a nursery or childcare setting).
- Strong organisational skills, high level of accuracy and attention to detail, particularly when handling sensitive information.
- Proficiency in Microsoft Office (Word, Excel, Outlook) and Google, with familiarity with management systems or the ability to quickly learn and utilize childcare management software. Strong general ability to navigate and utilize technology must be demonstrated prior to hiring.
- Excellent communication skills, with the ability to interact professionally with parents, staff, and children.
- Ability to manage multiple tasks and prioritise effectively in a fast-paced environment.
- A proactive, team-oriented attitude with flexibility to support the nursery team when needed.
- A strong commitment to the safeguarding and welfare of children.
- Excellent verbal and written communication skills, with the ability to interact professionally and effectively with parents, staff, and management.

#### **Working Conditions**

This is a term-time-only position, requiring attendance from 9:00 AM to 3:00 PM, Monday to Friday. If you are the right candidate, working hours may be negotiable. Due to the nature of the role, the successful candidate must work on-site 5 days a week.

**Benefits:**

- Free uniform provided for staff.
- Free parking available on-site.
- Two yearly staff get-togethers, fostering team spirit and social connection.
- Access to an online training platform, offering opportunities for ongoing professional development.
- Company pension.
- Employee discount.
- A friendly and supportive work environment within a growing nursery.
- We support and encourage employees who wish to develop and grow their careers.

**Safeguarding and Compliance**

As part of Acorn to Oak's commitment to safeguarding, this position requires an enhanced DBS disclosure. The successful candidate must adhere to all nursery policies and procedures, including those related to child protection, safety, confidentiality, and acceptable usage of IT systems.