



Certificate  
of registration

No: 2638463



## Job Description and Person Specification for an Admin Officer

### **Job Responsibilities**

- To look after the administrative activities associated with fee accounting - create invoices and receipts.
- To answer telephone queries from parents - suppliers, and general enquiries.
- Order the weekly online food shopping.
- Managing the kitchen staff and updating daily records in the Safer Food Management folder.
- Enter expenses and income on the management spreadsheet.
- Support new parents with the registration process.
- Administering the admission of new children and enter data on the Local Authority Portal.
- Be responsible for updating the information on the website and supporting the manager with advertising.
- To keep the staff information display board up to date.
- To maintain and update all the electronics (computers, printers, laptops, interactive whiteboard).
- Upload daily feedback for parents about their children's welfare on the online app.

You will receive support and training from the Director and the Account Manager to complete those duties and develop your skills.

### **Skills Required**

- Ability to use computers (e.g. MS Office) systems
- Good communication skills with a warm personality
- Outstanding organisational ability
- Ability to complete work with attention to detail
- Problem-solving and conflict resolution skills
- Excellent attendance and time-keeping record
- Demonstrate a high level of initiative.