



Job Title: Nursery Administrator
Hours: 20 hours per week over 5 days
Pay: £13,50 per hour, actual £14,077 per annum
Holidays: 20 days per annum plus additional paid bank holidays
Position: Permanent, all year round
Venue: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ

footprints@hattonhill is a community-based nursery at the heart of the Ford and Litherland community. We provide high-quality care and early years education for children from birth, operating 51 weeks of the year between 8am and 6pm.

Our most recent Ofsted inspection, carried out in September 2022, graded us *GOOD* in all areas. Inspectors noted that *“children benefit from a highly successful transition programme when they join this nursery... children are confident and self-assured,” “children engage fully with the exciting activities on offer in this well-resourced nursery,”* and that *“partnerships with parents are a particular strength of this nursery.”*

We are now seeking to appoint an experienced and dedicated **nurse administrator** to join our well-established team. You will provide efficient and effective administrative support for the nursery, ensuring smooth day-to-day operations. The Nursery Administrator will handle enquiries, manage funding and invoicing processes, support budget management, and carry out general office duties.





Benefits of Working for First Steps Enterprise Ltd

- Competitive rates of pay
- Discounted childcare at our nurseries
- Ongoing professional development, training and promotion opportunities
- Pension scheme*
- Life insurance*
- Uniform

Key Responsibilities

Reports to:

- Nursery Management

Administration & Office Duties

- Act as the first point of contact for telephone, email, and in-person enquiries.
- Maintain accurate nursery records, both electronic and paper-based.
- Carry out filing, photocopying, and other general administrative tasks.
- Ensure compliance with data protection and confidentiality policies.

Finance & Funding

- Process nursery funding applications and maintain accurate funding records.
- Prepare and issue invoices to parents/carers in line with nursery policies.
- Monitor and record payments, following up on outstanding fees.
- Assist in maintaining budgets and financial records in collaboration with the Nursery Manager.
- Order and manage nursery supplies and resources within agreed budgets.

Operational Support

- Assist with organising and maintaining staff and children's records.
- Prepare documentation for inspections, audits, and internal use.
- Support nursery staff with administrative tasks to ensure efficient running of the setting.

Health and Safety

- Support in the day-to-day operation in order to ensure the health and safety of the children, their parents, carers, the team and any visitors to the nursery.
- Adhere to all health and safety policy and procedures.
- Be fully aware of all emergency and security procedures.



General

- Adhere to all Company policies and procedures.
- Maintain a positive attitude at all times with children, parents, visitors and work colleagues.
- Ensure confidentiality, where appropriate is maintained.
- Undertake any other duties as reasonably requested by line management.

The duties and responsibilities in this job description are not exhaustive or restrictive, changes and other duties relevant to this post may be added. This job description may be reviewed in the future.

Other Information

- Physical Demands The work requires normal physical effort. It may occasionally involve lifting and handling of play equipment and other resources and to be involved in practical activities and the physical care of young children.
- Working Conditions Sessions are mainly nursery based, but staff will also be expected to attend other venues to support services or attend training.
- General The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties which may be required from time to time. Any such duties should not, however, substantially change the general character of the post.

Criminal Records Bureau and Other Checks

- A full enhanced DBS disclosure will be undertaken, and any adverse findings could result in any offer of employment being withdrawn.
- Previous employer references will be required.
- Qualification checks will be undertaken.
- Eligibility to work in UK.
- Other checks may be undertaken.

PERSON SPECIFICATION – ESSENTIAL (or working towards)

Essential Skills & Qualities

- Previous experience in administration, preferably within an educational or childcare setting.
- Good working knowledge of Microsoft Office and nursery software systems such as Family.
- Strong organisational and time management skills.
- Excellent communication and interpersonal skills.
- Ability to maintain confidentiality at all times.



- Flexible approach with willingness to support in the nursery room when required.

Desirable

- Experience of working with Early Years funding processes.
- Knowledge of EYFS requirements and nursery operations.

Skills/Knowledge/Aptitudes

- Ability to work effectively with colleagues in the delivery of high-quality provision.
- Ability to build and maintain positive relationships with children and parent/carers in order to meet individual needs of children.
- Good communication, interpersonal and organisational skills.
- Ability to promote a positive ethos and role model positive attributes.
- Good personal numeracy and literacy skills
- Awareness of inclusion, especially within a setting
- Effective use of ICT to support learning.
- Able to demonstrate an up-to-date knowledge of current developments and legislation relating to early years education and childcare.
- Knowledge and understanding of child protection issues, practices and procedures.

Team Working

- Demonstrates a non-judgemental approach to values, views and needs of others. Sees other people's point of view and encourages and respects views that are different from own. Takes time to get to know people and how they operate.

Adaptability

- Supports the change process, remaining positive during times of change. Willingly co-operates with others and highlights potential problems in a positive and supportive way.

Professional Values and Practice

- Ability to build and maintain successful relationships with children and adults, treating them consistently, with respect and consideration.
- Ability to work collaboratively with colleagues both within school/Children's Centre and other organisations.
- Ability to improve own practice through observations, evaluation and discussion with colleagues.



- High expectations of all children; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their early year's development.
- Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice.
- Able to liaise sensitively and effectively with parents and carers, recognising their role their child's learning.
- Able to improve their own practice through observations, evaluation and discussion with colleagues.

OTHER DETAILS

- Pay £13 per hour, actual £14,077 per annum
- 20 hours over 5 days per week
- Place of work: footprints@hattonhill nursery, Alwyn Avenue, Litherland, L21 9NZ
- The post is subject to all checks highlighted above
- The post is subject to a 12-week probationary period
- Application forms can be found here <https://firststepsenterprise.co.uk/vacancies/application-form/>