



Hazelwood School Nursery and Early Years Department

Early Years Admin Assistant - Job Description

Hazelwood is proud of its academic successes and strong pastoral care with 600+ pupils across its two sites, the school is enjoying a period of sustained growth with high demand for places. The Early Years Admin Assistant will undertake reception duties and is responsible for providing administrative support for the Early Years department which is located on our Bluehouse Lane (Laverock) site. The office staff at the Nursery consist of:

Assistant Bursar

Administrator

Finance Assistant

Early Years Admin Assistant

Detailed Responsibilities and Duties

1. Communication with parents and other visitors to the Nursery and Early Years

The Early Years Admin Assistant is expected to present a welcoming and professional image. As the first point of contact, they will:

- a. Greet parents and visitors, escorting them to their destination as necessary;
- b. Answer queries from parents and visitors;
- c. Answer the telephone and deliver messages;
- d. Co-ordinate and assist in the organisation of events such as Open Mornings, Grandparents' Day and Sports Day;
- e. Ensure that the Reception area of the Nursery makes the best first impression with visitors to the site.

2. General Administration

The Early Years Admin Assistant is responsible for the general administration of the site in conjunction with the other members of the administration team. They will:

- a. Keep the school diary/staffroom board up to date;
- b. Co-ordinate end of term mailings to parents in conjunction with the Administrator;
- c. Co-ordinate and organise Clarion Call messages to parents in conjunction with the Administrator;
- d. Liaise with kitchen, for example, to organise refreshments for parents' events;
- e. Liaise with the Hazelwood Administration Team on matters relating to whole school;
- f. Liaise with the Head of IT to ensure smooth running of IT across the site;
- g. Liaise with the maintenance team at Hazelwood if maintenance is required

- h. Take responsibility for the door entry system including issuing fobs and liaising with door entry suppliers;
- i. Take control of all incoming and outgoing mail and the post budget;
- j. Control the school stationery and its budget;
- k. Filing;
- l. Typing and distribution of correspondence;
- m. Assistance with the distribution of reports as required;
- n. Book off site visits at the request of the Nursery Manager, Room Leaders or Assistant Head.

3. Secretarial assistance to the Assistant Head (Early Years)

The Early Years Admin Assistant supports the Assistant Head of Early Years with secretarial assistance. They will:

- a. Make appointments as requested for the Assistant Head (Early Years);
- b. Keep the Assistant Head's (Early Years) diary;
- c. Type and send out letters/emails as directed;
- d. Update the Early Years' website;
- e. Compose the weekly Nutshell newsletter submission;
- f. Attend meetings, take notes, create and circulate minutes as requested.

Across all areas, as the role is a mornings-only position, the Early Years Admin Assistant will be expected to provide hand-over notes for any incident/occasion which may need to be handled in their absence by a member of the afternoon administration team.

4. Professional standards

The Early Years Admin Assistant will:

- a. Support the Hazelwood Promise to uphold the ethos and expectations of the school and nursery community;
- b. Treat all members of the school and nursery community with respect and consideration;
- c. Treat all pupils fairly, consistently and without prejudice;
- d. Set a good example to the pupils in terms of appropriate dress, punctuality and attendance;
- e. Take responsibility for personal professional development within the school's CPD programme;
- f. Attend in service training and courses as required;
- g. Keep completely, confidential, any information regarding the children, their families or other staff.

General Responsibilities of Office Staff

All members of the Office Staff are responsible for sharing information and for dedicating themselves to provide an efficient, confidential, co-operative and friendly service to all sections of the Nursery and Early Years.

This requires the Office Staff to accept a commitment to combine their functions, often in *ad hoc* ways, to everyone's mutual advantage. Such sharing of roles will occur, typically, when

the telephone is busy and when visitors or deliveries arrive. Role sharing and mutual help are required at very busy times, such as the beginning and end of term when, for example, reports and invoices are despatched to parents.

The Early Years Admin Assistant reports to the Assistant Bursar (Early Years). They are encouraged to undertake any other duties that may be requested by the Assistant Head (Early Years)/Nursery Manager/Assistant Bursar to assist in the smooth running of the Nursery.

The Role

Hours will be 8am-1pm, 5 days per week. This is a 52-week contract with 6 weeks holiday per year. It is a permanent position and is subject to a three-month probationary period.

The salary will be between £17600 and £18400 (full time equivalent) depending on qualifications and experience. The successful applicant will be entitled to a free lunch served in the Nursery's Dining Room on site to be taken at the end of the contracted hours.

As part of safer recruitment this post is subject to satisfactory health and enhanced Criminal Records Bureau clearances.

PLEASE NOTE: There is an application form and written covering letter as part of the recruitment process.

We are committed to Child Protection. As such the successful candidate will be required to apply for Enhanced Disclosure through the DBS.