

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Job Title</b>	Pre-school administrator
<b>Salary Range/Grade:</b>	£12.27 per hour
<b>Hours:</b>	8.30am – 12.30pm Monday, Wednesday, Friday. Term time only
<b>Work Base:</b>	The Oaks, Chippenham
<b>Reporting To:</b>	Pre-school leader

### **Main Purpose of Job:**

The RISE Preschool @ the Oaks delivers good quality education to under 5s supporting children and their families, aiming to improve outcomes and have a positive impact on their lives.

To provide a welcoming first point of contact for The RISE Pre-school. To provide administrative support to the pre-school leader and staff, manage administrative tasks and monitor the Wiltshire Early Years Portal.

### **Lead Responsibility:**

Be the first point of contact (on working days) for RISE Pre-school enquiries from both families and professionals.

### **Key Task List:**

- 1. To assist colleagues when necessary, in the day-to-day operation of The RISE Pre-school services.***
- 2. To provide administrative support to the Pre-school leader in all aspects of the job role, as required.***
- To maintain a variety of files and/or documents (e.g. calendar, application forms) for the purpose of documenting and/or providing reliable information.
- Respond to enquiries from staff/families/other professionals for the purpose of providing RISE Pre-school/ Early Years information.
- To provide a high standard of first point of contact to children, parents, carers, professionals and other agencies through welcoming, hospitality when visiting, in written communications and telephone enquiries.
- Provide support for staff and volunteers working within The RISE Pre-school. This includes provision of word processing, filing, photocopying, scanning and saving, telephone answering and message taking, and sending and receiving e-mails.
- Receiving, sorting and distribution of The RISE Pre-school post.
- To complete POs and order goods when requested, including Morrison's and free milk
- To be responsible, when appropriate, for inputting information onto the Wiltshire Early Years Portal.
- To undergo supervision, training and appraisal and to join in the team building events and meetings within the Oaks building.
- To support the Pre-school leader in the effective implementation and monitoring of the Health and Safety Policy including scanning and logging accident forms, and preparing and maintaining the fire log.
- To collect, scan and file health and safety checklists and registers onto SharePoint regularly.
- Distributing invoices, monitoring and collecting payments from parents/ carers when

necessary.

14. To cover pre-school lunch times as and when necessary.

#### Job Activities – Standard Terms Common to all Job Descriptions

1. To work within the RISE Trust's Child Protection & Safeguarding Policy because safeguarding and promoting children's welfare is a priority in all aspects of the Trust's Delivery Plans. Any safeguarding concerns should be immediately reported to the Chief Executive of The RISE Trust using the Trust's alert process.
2. To undertake any other reasonable duties which are commensurate with the grade and responsibilities of the post as directed by the Chief Executive Officer in accordance with the objectives for the trust's operational plans. The RISE exists to respond to the needs of individuals, consequently many of the tasks and responsibilities are unpredictable and varied. It is therefore expected that all staff will work in a flexible, resilient and confidential manner when required, undertaking tasks that have not been specifically covered in their job description.
3. To promote the organisation's strong commitment to Equality, Diversity and Inclusion.
4. To promote the organisation's quality assurance systems.
5. To handle all details about the children and young people accessing The RISE Trust services confidentially and in accordance with the requirements of the Data Protection Act.
6. In discharging the duties of the post to have due regard for the provisions of Health & Safety at Work legislation, as detailed in the Health & Safety manual, ensuring health and safety compliance, risk assessments and safe systems of work are in place and adhered to.

*The RISE Trust is a Christian community charity which is totally diverse and inclusive.*

*This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*



*In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.*

#### PERSON SPECIFICATION

<b>Factors</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications	General education to GCSE standard.  Sound literacy and numeracy skills.	Hold or already working towards a relevant NVQ Level 3 professional qualification, such as Business Administration, Customer Care, Advice & Guidance or Child Care/Early Years.
Experience/ Knowledge	Experience of administrative office procedures. Excellent IT skills and ability to use Microsoft Office, Word, Excel, Publisher and Power	Experience of working within a child, young person and/or family centred service or organisation.

	Point. Experience of customer service duties.	Proven experience of providing administrative support to a multi-disciplinary team, including maintaining office procedures.
Skills/Abilities	Good organisational and management skills. Good level of computer literacy, including Outlook, Word and Excel. Ability to communicate verbally and in written form with children, parents and carers, colleagues and representatives from outside agencies, such as Ofsted and government regulatory departments. Ability to engage with individuals from a range of backgrounds. Commitment to safeguarding, equal opportunities and anti-discriminatory practice. Ability to work on own initiative and meet deadlines.	Prepare and deliver training materials Able to respond to the changing needs of the trust.
Personal Qualities	Passionate about social action and outreach in the community. Ability to communicate effectively with a broad range of people, from families to Senior Managers. Non-judgemental approach. The ability to prioritise workload and meet deadlines whilst under pressure, working in a fast-moving environment. Responsive to change and new ideas; adapt to new systems. Adopt flexible working pattern to meet the needs of the service and families. Enthusiastic and motivated who works to a high set of principles. The ability to be solution focused, tolerant, patient, kind, warm, empathetic, friendly and with a positive 'can do' approach is highly essential. Ability to work as part of a team.	The ability to empathise with parents/carers Sense of humour Current driving licence
The RISE Trust Christian values		The RISE Trust is a Christian Charity and Christian values underpin the RISE Trust's approach to social action within the community. We would therefore politely request the person is respectful of our prayer with and for staff, volunteers and service users, as and when appropriate.
“Through unconditional love, commitment and passion we seek to enable all children, young people and adults to be the best they can be.”		