

# CAVERSHAM HEIGHTS PRE-SCHOOL

## JOB DESCRIPTION FOR PRE-SCHOOL ADMINISTRATOR

The Pre-school Administrator will be responsible for the management of administration, financial accounting, and production of documentation required for the continued smooth running of the pre-school.

Key skills required to carry out this role are Word, Excel and mail merge.

- Registrations
  - Maintain the waiting list
  - Telephone prospective parents to arrange visits to look around the preschool in liaison with Supervisor
  - Assist the Supervisor by providing information and completing necessary paperwork when offering internal sessions and subsequent new starter places every term
  - Update various spreadsheets – register, key worker colour groups
  - Produce record cards for new starters
  - Maintain active files on children at pre-school and storing inactive information on children who have left pre-school
- Fees & Funding
  - Complete termly headcount return for government funding for children who are eligible
  - Maintain separate records of money received as fees from parents and government funding received for each child (records/funding/headcount returns must all be kept for 3 years)
  - Invoice parents and collect fees from parents of children who are not government funded at the start of terms 1, 3 and 5 and chase any late fees.
  - Complete a budget for government funding and parent fees for the year ahead when numbers are known for new starters
- Accounting
  - Keep accounting records of all transactions using the pre-school's online accounting software.
  - Reconcile the accounting records to the pre-school bank account on a monthly basis.
  - Prepare annual accounts for independent review, and submission to the Charity Commission.
  - Produce an annual budget and termly forecasts for the pre-school committee.
  - Review annually the pre-school's financial controls and policies and implement new controls and policies where appropriate.
  - Provide accounting information to the committee on an ad hoc basis where required.
- Payroll
  - Collect timesheets for all staff members at the end of each month and calculate the pay for each member of staff using Basic PAYE Tools software
  - Provide all members of staff with a payslip each month
  - Submit payroll information to HMRC each month
  - Inform the Treasurer of monthly payments to staff for BACS payment
  - Inform the Treasurer of quarterly PAYE and NIC payments to HMRC for BACS payment
  - Complete payroll year end
  - Maintain P45 information for new starters and leavers
  - Calculate holiday pay in August for all eligible members of staff
- Equipment
  - Purchase new equipment as required by the Supervisor and approved by the Treasurer
  - Manage delivery times and pass invoices to Treasurer for payment
  - Maintain the inventory list in the Operational Plan

- Health & Safety
  - Complete a risk assessment twice yearly during the Autumn and Summer terms and subsequently updating policies and procedures where necessary
  - Arrange annual inspection of electrical equipment – PAT testing
  - In conjunction with the Chair, liaise with the church, representing the pre-school's interests in health & safety issues
  - Review health and safety regulations to ensure compliance
- Training
  - Collate information on training courses attended by staff
  - Book staff onto St Johns Ambulance Paediatric First Aid courses when required
- Secretarial
  - Ensure all policies and procedures documentation is up to date – Operational Plan, Staff Handbook, Parent Handbook, Committee Handbook, and the production of the same
  - Assist Supervisor with administrative paperwork
  - Attend committee meetings when possible to provide Administrators report on current activities
- Online
  - Set up Tapestry accounts for new parents assist with any access issues
  - Content management of the pre-school website e.g. document updates