

Nursery Administrator

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| School: | Alphington Primary School |
| Job Title: | Nursery Administrator |
| Salary: | Grade C (£12.85 - £13.26 per hour) |
| Hours per week/weeks per year or FTE: | 12 hours per week, 39 weeks per year (Term time) Monday, Wednesday and Friday 9.00 – 13:00 (open to Negotiation) |
| Temporary/Permanent: | Permanent. |
| Start date: | 1 st September 2025 |
| Closing date: | Monday 19 th May 2025 (midday) |
| Interview date | Friday 23 rd May |

Are you an organised and efficient administrator looking for a rewarding role in a vibrant primary school? Alphington Primary School are seeking a **Nursery Administrator** to join our dedicated team, providing essential administrative support to ensure the smooth running of our nursery. As a Nursery Administrator, you will be the first point of contact for families and staff, supporting the day-to-day operations of the nursery. Your role will involve:

- Managing nursery admissions, attendance records, and enrolment processes.
- Handling enquiries from parents, carers, and external agencies.
- Maintaining accurate records and supporting compliance with safeguarding and statutory requirements.
- Dealing with financial administration, including invoicing and funding claims.
- Networking with local authorities to stay updated on funding rules and deadlines.

We are looking for someone who is:

Organised with strong attention to detail.

Friendly and approachable with excellent communication skills.

Proficient in IT, including Microsoft Office and school systems (or willing to learn).

Able to manage workloads effectively and work independently.

Committed to the values and ethos of our school and nursery.

Exeter Learning Academy Trust (ELAT) is a partnership of primary schools based in Exeter. The Trust currently has four schools: Alphington Primary School, Bowhill Primary School, Ide Primary School, and St Thomas Primary School.

We are a people-focused organisation with strong principles of enabling every child and adult within our Trust to thrive. We have high aspirations for all our children, regardless of their starting point, and in turn, expect our staff to have high aspirations of themselves. We believe that our strength lies in working together and using our collective skills and expertise to benefit the children in our schools.

Full details of the job description, personal specification and application form can be found on the Exeter Learning Academies Trust website www.exeterlearningacademytrust.co.uk. Please send your completed application form to jobs@elatschools.com

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We encourage you to read our Safeguarding Policy before applying. We will ask for references and conduct an online search for all shortlisted candidates. The successful applicant

will be subject to an enhanced DBS check. This role also requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

If you would like any further information or an informal conversation, please contact the Head teacher at Alphington Primary School 01392 254291