Nursery Administrator - Alphington Primary School
Permanent – Starting January 2027
12 hours per week, Monday-Wednesday 9.30am -1.30pm *(but can be flexible around the working pattern)*
Salary: £26,847 - £27,274 per annum FTE. (Actual: £7,422 - £7,541 per annum)

Be a part of giving every child the best possible start…

At our nursery, a child's journey begins long before they walk through the door.

It starts with a parent making an enquiry. A nursery place being carefully arranged. Funding being processed correctly. Important information being recorded accurately. The reassuring support that helps families feel welcomed, informed and confident.

These moments matter.

We are seeking an organised, proactive and approachable Nursery Administrator to join our team. This is a role with real purpose, helping to ensure our nursery runs smoothly while supporting young children and their families at an important stage of their educational journey.

We are looking for someone who:

- enjoys working with and supporting families and children
- is highly organised and able to manage multiple priorities
- communicates clearly, warmly and professionally
- has excellent attention to detail and takes pride in accurate record keeping
- is confident using IT systems and administrative processes
- can handle sensitive information with discretion and confidentiality
- is proactive, adaptable and able to use their own initiative
- values teamwork and building positive working relationships
- understands the importance of safeguarding and child welfare
- wants to contribute to a welcoming and inclusive nursery community

In this role, you will:

- coordinate nursery admissions, bookings and waiting lists
- support families with enquiries and provide excellent customer service
- maintain accurate pupil records, attendance data and nursery registers
- administer Early Years funding and support parents with funding processes
- prepare invoices, monitor payments and maintain financial records
- help ensure staffing arrangements and operational processes run smoothly
- work closely with nursery staff, school leaders and external agencies
- support compliance with safeguarding, data protection and school procedures
- contribute to a positive, organised and welcoming environment for children and families

In return, you will join a caring and dedicated team where your work is valued and where the contribution you make behind the scenes has a direct impact on the experiences of children and families every day.

Because small actions can make a big difference. A query is answered. A place is secured. A family feels supported. And a child gets the very best start.

Become part of our journey by completing our application form and returning it to hr@elatschools.com if you would like to apply. Please see our Job Description for further information.

Closing Date: Wednesday 11th November 2026

Interview Date: Thursday 19th November 2026

The Trust is committed to safeguarding and promoting the welfare of children and young people, this role involves directly working with children and significant contact with children, and therefore we expect all staff and volunteers to share the same commitment. Please ensure a full work history is completed in your application form including any gaps of employment. Applicants will be required to complete satisfactory enhanced Disclosure and Barring Service check for this post prior to commencement. This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The Trust is an equal opportunities employer.

If successfully shortlisted the HR Department will also be conducting an individual online search including your 'name, education and employment', to demonstrate due diligence following 'Keeping Children Safe in Education' guidance. The search will not form part of the actual shortlisting process and any concerns arising from the search will be discussed directly with you.