

Nursery Administrator

Job Description

At Exeter Learning Academy Trust, we are creating our future together - with **ambition, kindness** and **courage** at our heart. Together, we provide an exceptional education where every child belongs, feels connected, and leaves ready to shape a life of opportunity and choice.

Job Title	Nursery Administrator
Grade	C
Hours	12 hours per week
Contract	Term time only
Reporting to	Headteacher

Purpose of the job

The purpose of this role is to provide efficient and organised administrative support for the school nursery, ensuring the smooth day-to-day management of admissions, bookings, funding claims, invoicing, registers and parent communications. The postholder plays a key role in supporting children, families and staff by maintaining accurate records, coordinating nursery places and funding, and helping to create a safe, welcoming and well-organised early years environment.

Key responsibilities

Nursery Admissions, Bookings & Parent Administration

- Manage nursery place allocations, bookings and waiting lists.
- Coordinate annual and in-year admissions, including allocating sessions in line with the nursery admissions policy.
- Maintain accurate pupil records and session information on Arbor and Tapestry.
- Respond to enquiries from prospective and current parents regarding places, sessions and attendance.
- Act as the main point of contact for nursery families, sharing information, newsletters and communications as required.
- Prepare and maintain nursery registers and attendance records.

Funding, Finance & Record Management

- Administer Early Years funding processes, including collecting and verifying funding information and completing local authority submissions.
- Monitor eligibility for funded childcare and support parents with funding requirements.

- Generate invoices, maintain billing records and record payments received.
- Monitor outstanding balances and follow up payments as required.
- Maintain accurate financial records and provide funding and income information to the Finance Manager.
- Ensure nursery data, funding records and billing information remain accurate and up to date throughout the year.

Operational & Staffing Support

- Prepare staffing allocation plans and rotas to ensure appropriate adult-to-child ratios are maintained.
- Coordinate staffing arrangements in response to changes in attendance, sickness and other absences.
- Produce and maintain registers, attendance returns and other statutory records.
- Support the wider work of the school by contributing to safeguarding, health and safety, equality and inclusion.
- Attend relevant meetings and training and contribute positively to the aims and ethos of the school and Trust.

Other

- Follow all school policies, safeguarding procedures and the Trust Code of Conduct, reporting any concerns about the safety or wellbeing of pupils, staff, or visitors.
- Work responsibly and respectfully, promoting inclusion, maintaining confidentiality, and caring for the wellbeing of yourself and others.
- Stay committed to learning and improvement, taking part in training and contributing positively to school and Trust development, as well as attending team meetings.
- Use resources thoughtfully, showing care for school property and the wider environment.
- This job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks the postholder may be required to undertake other duties appropriate to the level of the role, as directed.

Person Specification

Criteria	Essential	Desirable
Qualifications & Experience	• GCSE (or equivalent) qualifications in English and Maths. • Experience of working in an administrative or office-based role. • Experience of maintaining accurate records and handling confidential information. • Experience of using IT systems, including Microsoft Office applications. • Experience of providing effective customer service and communicating with a range of stakeholders, including parents, staff and external agencies.	• Experience of working within a school, nursery or early years setting. • Experience of managing admissions, bookings, attendance or pupil records. • Experience of administering childcare funding, invoicing or financial processes. • Experience of using school management information systems, such as Arbor. • Understanding of early years funding arrangements and nursery admissions processes.
Knowledge & Skills	• Strong organisational skills with the ability to manage multiple tasks and priorities. • Excellent written and verbal communication skills. • Ability to work accurately with attention to detail. • Ability to maintain confidentiality and handle sensitive information appropriately. • Competent IT skills, including the use of databases, spreadsheets and word processing software. • Ability to work independently and use initiative, while also contributing effectively as part of a team. • Positive and professional approach to working with children, families and colleagues. • Understanding of the importance of safeguarding and promoting the welfare of children.	• Knowledge of school or nursery administration procedures. • Understanding of childcare funding and eligibility requirements. • Knowledge of pupil data management, attendance monitoring and record-keeping requirements. • Understanding of relevant education, safeguarding and data protection legislation. • Ability to analyse information and produce accurate reports and records.
Personal Qualities	• Kind, compassionate and child-centred, creating environments where everyone feels valued and always acting in pupils' best interests. • Calm, steady and positive, offering a reassuring presence and helping others to feel confident and supported, even when things are busy or challenging. • Collaborative and respectful, building trusting relationships while maintaining professionalism, discretion and confidentiality.	

- Flexible, adaptable and proactive, responding to changing needs with good humour, taking initiative and seeing things through.
- Reflective, inclusive and open-minded, with a genuine commitment to learning, celebrating diversity and fostering a strong sense of belonging for all.

Other Factors

- Satisfactory Safer Recruitment Checks