



Crick Pre-School



Administrative Assistant

- **Term-time hours** – a minimum of 6 per week (to include Friday 9am-12noon with other hours flexible), with extra hours paid for attending termly meetings and some work in the summer holidays. 5.6 weeks of statutory holiday pay per year (paid in August).
- **Pay band** - £8.21 - £8.95 per hour depending on skills and experience
- **Start Date** – As soon as possible

Crick Pre-School is an established childcare provider for 2 ½ to 4 year olds with an excellent reputation in the area. It is situated within the Primary School and has a dedicated team of staff and parent committee. We are committed to safeguarding and promoting the welfare of children.

We are looking to recruit a conscientious and enthusiastic Administrative Assistant with good communication and IT skills to work for the Business Manager in our friendly team. Applicants will ideally have some experience in office administration and have a good working knowledge of Microsoft Powerpoint, Word and Excel, good written skills and be able to work to deadlines.

Training in all aspects of the job will be given.

Key Responsibilities include (but are not limited to):

- Producing the weekly newsletter and sending out all pertinent information to parents
- Managing the policies and procedures review system
- Maintaining and updating the Pre-School website
- Checking credit card receipts against monthly statements
- Keeping marketing and registration material up to date
- Producing Pre-School's article for Crick News (4 times a year) and annual report for Parish Council
- Attending staff and committee meetings and the Annual General Meeting (AGM)
- Assisting the Business Manager in the following areas as necessary:
 - Preparing the monthly accounts
 - Invoicing parents for childcare fees
 - Administering the payroll system
 - Managing the free entitlement grant funding system
 - Preparing the paperwork for committee meetings and the AGM.
 - Dealing with any enquiries about Pre-School.

The successful candidate will be friendly with a flexible approach committed to respecting confidentiality and data protection.

Application must be made on our application form, upon receipt of your interest in the vacancy we will email you an application pack. Only completed application forms will be included for short listing. This post is subject to satisfactory enhanced DBS checks.

If you are interested we would love to hear from you:

Email contact.crickpreschool@gmail.com or call 07964 108009 for an application form or further details.

CLOSING DATE: 9am, Wednesday 24th April 2019

INTERVIEWS: Monday 29th April – Friday 3rd May 2019

Crick Pre-School is committed to equal opportunities, safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act (1974). Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS) and must be prepared to disclose any convictions they may have and any orders which have been made against them.