



**Job Title:** Pre-School Administrator Job Description

**Responsible to** Pre-School Leader

**Job Role:**

To work as a Pre-School administrator and as part of the Pre-School team under the direction of the Pre-School Leader.

**Main Duties:**

Admissions

- Continuous management of the waiting list.
- Allocating sessions to new children at 3 points in the academic year in September, January and April. Ensuring the ratios are adhered to and the Admissions Policy criteria is followed.
- Organising home visits, settling sessions for new starters.
- Organising visits for potential parents and showing them around the setting.
- Setting up new starters on the MIS system and ongoing management.
- Working with the School Office Manager to complete the termly census.
- Ensuring paperwork for new starters is completed and returned to the setting.

Funding

- Submitting accurate nursery education funding to Central Bedfordshire Council on a termly basis via their portal.
- Ensuring the funding forms are completed accurately by the parent/carer and checking funding codes are valid and up to date.  
Liaising with Central Beds funding team, regarding any queries.

Finance

- Calculating the fees on a half termly basis, using Excel.
- Preparing and sending out invoices to the parents and updating ParentPay and following up any outstanding payments.

General

- Always being available to talk to parents at drop off/pick up times and answering any queries.
- To attend in-house training courses and meetings as required.
- To strongly support the school's child protection policy and raise any concerns with the Pre-School Leader.
- To ensure confidentiality at all times.
- Managing the Saplings emails and responding in a timely manner.
- Drafting emails and letters/ answering the telephone.