



The Village Pre-school E17 CIO

Job Description - Administrator

The Village Pre-school E17 is seeking an experienced administrator to undertake all administrative responsibilities. The successful candidate will be responsible for all financial matters pertaining to the pre-school, as well as communication with parents, alongside additional clerical duties. An updated DBS is essential.

The administrator will report directly to the Village Pre-school E17 management committee, but will be required to work co-operatively with the Manager.

About the Pre-school

The Village Pre-school E17 is an established pre-school in Walthamstow, which aims to provide the highest quality education and childcare where children can learn and develop as they play. The pre-school offers a nurturing environment, with day-to-day activities that reflect and embraces the diversity of the local community in Walthamstow and beyond.

Responsibilities include

- Management of all financial matters for the pre-school including (but not limited to) receipt and reconciliation of fees, management of accounts, dealing with creditor and debtor payments and preparation of data for payroll.
- Completion of any relevant grant applications
- Maintaining child, staff and accounting records
- Supporting committee, managers and deputy managers with marketing and communications e.g. newsletters, events' emails, posters and planning for summer fair, trips and outings, AGM etc.
- To provide advice and support and answer general queries for existing and prospective parents.
- To work as a member of the pre-school team, providing support to the management committee, Manager and the team, on all administrative matters.
- All other day to day office and receptionist duties, such as dealing with post, emails, filing, stationery orders etc.
- Any other duties requested by management team

NOTE: The Job Description is to provide a clear and concise statement of the MAJOR TASKS and ACTIVITIES of the post. It is not intended as an exhaustive list of every aspect of the post holder's duties.

Requirements

- Must be proficient in Excel and Word. Knowledge of Paint / Photoshop and experience in accounting software such as QuickBooks or similar, would be highly desirable
- Brilliant organisational skills and attention to detail
- At least two years' office administrative experience
- Strong verbal and written communication skills
- Empathy and understanding
- A positive, team oriented approach
- Be a self-starter and a self-teacher, willing to learn and grow in the role
- Fantastic problem-solver
- Trustworthy and honest

This post is 18 hours weekly, term time only. Hourly rate: £10.76

For an application form, email info@villagepreschoolE17.com Closing date for applications: Tuesday 3rd Dec 2019. Interview Date: Friday 6th December 2019