

JOB DESCRIPTION & PERSON SPECIFICATION



IPSWICH SCHOOL

FINANCE AND ADMINISTRATION OFFICER

The Lodge Day Nursery | Permanent | As soon as possible

Role overview

DEPARTMENT	The Lodge Day Nursery	REPORTS TO	The Lodge Manager
CONTRACT	Permanent	HOURS	35 hours per week, year round
SALARY	£24,570	HOLIDAY	See details below
LOCATION	The Lodge Day Nursery, Ivory Street, Ipswich, IP1 3QW	START DATE	ASAP
PROBATION	5 months	DIRECT REPORTS	None

Job purpose

An opportunity to make a difference.

We offer exceptional childcare provision for children aged 3 months to 5 years, in the centre of Ipswich. You will join a team of professional, qualified staff in a caring, supportive setting. The Lodge is easily accessible in the heart of Ipswich. Our attractive buildings offer bright, spacious rooms, a large garden and outdoor environment and we are situated close to Christchurch Park.

We work in partnership with families to ensure each child feels safe, secure and has plenty of opportunities to discover new adventures, learn, grow and thrive. We have four age ranges: Discoverers, Explorers, Adventurers and Pre School and children move onto the next stage at the appropriate time, when they are ready for the next stage in their development. Our specially designed rooms provide the perfect environment for each age range and children always have regular access to our spacious garden and outdoor areas. Our Pre School class has a full-time qualified teacher during term-time to lead on the EYFS curriculum learning outcomes.

Role:

To work in collaboration with the Admissions and Administration Officer, and be responsible to the Nursery Manager, who in turn is responsible to the Head of Ipswich Prep School. To assist in the efficient and smooth running of the Nursery's administration functions, with specific responsibility for invoicing and purchasing.

Key responsibilities

You'll play an important role by:

RESPONSIBILITIES

The Finance and Administration Assistant is a member of The Lodge Day Nursery team and is primarily responsible for the delivery of effective and efficient administrative support to the management team. They will work collaboratively with the management team to ensure the support provided is consistently excellent - this will include the following duties/tasks and responsibilities:

MAIN RESPONSIBILITIES

Administration

- Welcome visitors to the Nursery in a warm and professional manner.
- Welcome prospective families in a warm and professional manner and generally assist with making their visit to the Nursery was a positive and memorable experience.
- Take primary responsibility for answering incoming telephone calls ensuring a friendly and efficient service is provided.
- Take messages and/or deal with enquiries from visitors and callers and distribute messages promptly and efficiently to colleagues.
- Deal with daily post, sorting, distributing and preparing mail for postage.
- Check incoming emails and respond accordingly, or distribute messages to colleagues in a timely manners.
- Take minutes at Staff meetings.
- Help and assist with preparations for Open Mornings and other Nursery events e.g. assisting with mailings, promotional materials and collating feedback as required.
- Inputting information to the Nursery database and maintaining the database.
- Dealing with general correspondence.
- Assisting with the administrative processes relating to Nursery policies and procedures - this may include updating and publishing documents and assisting with maintaining records for periodic inspections by Ofsted/ISI.
- Helping to keep the website, social media channels and google sites relevant, up to date and attractive.
- Photocopying, filing and archiving of Nursery records.
- Liaising with the wider school support departments e.g. HR, Bursary/Finance, Estates, Reprographics, IT etc.
- A willingness to provide cover in the Nursery rooms as and when required (to ensure staffing ratios are maintained at all times).

Finance

- Raising and checking monthly fee invoices, and sending them to parents.
- Inputting payments for Nursery sessions onto the database, and overseeing Early Years Funding entitlement.

- Managing stocks of items, such as Pre School sweatshirts and staff uniform - inputting payments to the database, invoicing parents and ordering stock from suppliers.
- Overseeing the Nursery budget and recording income and expenditure information.
- Keeping a record of children entitled to Early Years funding, ensuring funding forms are completed by parents and inputting the details to the Suffolk County Council portal.
- Keeping a record of any additional funding received for children and ensuring that this money is spent appropriately.
- Keep copies of receipts for all purchases made with funding money for audit purposes.
- Forecasting and recording pupil numbers
- Key liaison with Ipswich School Bursary department to maintain accurate records

This list is not exhaustive and duties may be changed or added to as determined from time to time.

Working relationships

Reports to	The Lodge Nursery Manager
Direct reports	None
Key relationships	The rest of the Nursery Team
Safeguarding	Safeguarding and promoting the welfare of children Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. All employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with, and must comply with the School's Child Protection and Safeguarding Children Policy at all times. Any actual or potential concerns about a child's safety or welfare must be reported through the School's safeguarding procedures. Employees are expected to attend safeguarding training as directed.

We're looking for someone who...

Criteria	Essential	Desirable
QUALIFICATIONS		
Financial administration experience - e.g. raising and tracking invoices	•	
Excellent IT skills, including excel/spreadsheets to monitor budgets	•	
Budget management experience	•	
Previous experience of using systems such as EYMan, EYlog and iFinance		•
EYFS - Childcare qualification		•
EXPERIENCE		
EYFS - development		•
Government funding		•
Understanding of a Nursery setting		•
KNOWLEDGE & SKILLS		
Ability to prioritise work and have a proactive approach to ensure deadlines are met	•	
Have excellent attention to detail	•	
High levels of accuracy, budgeting and accounting skills	•	
Flexible and reliable with a 'can-do' approach to being asked to carry out a variety of tasks	•	
Have the ability to work as part of a team and positively promote the Nursery, but also to work independently using initiative	•	
The ability to maintain confidentiality	•	
Have the ability to maintain up-to-date, accurate and detailed documentation	•	

The ability to fully support the School/Nursery Child Protection and Safeguarding policies and procedures.	•
Knowledge and understanding of the role of DSL	•
Conversant with current Early Years legislation	•
A good understanding of GDPR and Data Protection Legislation	•
A good understanding of Child Protection and Safeguarding Children legislation	•

PERSONAL ATTRIBUTES

We are looking for someone who is honest, reliable and flexible	•
You should be able to build excellent working relationships with children, parents/carers and colleagues within the Nursery	•
Have the ability to attend for work punctually and be well presented	•
Have excellent attention to detail	•
Have a high level of patience	•
Enjoy working with children	•
Have the commitment to providing the highest standards of child care	•
Have the ability to multitask	•
Have the willingness to learn, and undergo further appropriate training	•
Be flexible, positive, friendly and have a supportive approach to work	•
Have a pleasant disposition with a capability to respond positively under pressure	•

YOUR HOURS OF WORK, SALARY AND BENEFITS

Working hours

This is a full-time post for 35 hours each week, to be worked on Mondays – Fridays throughout the year, with a one hour break for lunch each day. The working hours reflect our need for administrative and office cover to match the opening hours of the nursery each day (the nursery currently opens from 7.30am – 6.00pm, and the beginning and end of each day are busy times for parent drop offs and pickups). The office team shift patterns are therefore Mondays to Fridays 7.30am - 3.30pm and 10.00am - 6.00pm. Working hours can be discussed further at interviews with shortlisted candidates.

SALARY AND BENEFITS

The salary for this post is £24,570 per annum.

All our appointments are subject to the satisfactory completion of a 5 month probationary period. Interviews will take place shortly after the closing date, however we reserve the right to close this advert early if we receive a high volume of suitable applications. If you are interested in this role please apply as soon as possible. We look forward to receiving your application.

Your annual entitlement is 33 days of paid time off (inclusive of bank holidays). The Lodge closes for a week during the Christmas period and for one week in August; mandatory leave for these closures will be deducted from your annual allowance. Specific closure dates will be communicated well in advance.

You will be entitled to join our defined contribution pension scheme for support staff (the employer contribution rate is an attractive 10% of your gross pay), and you will receive three times your salary as death in service life cover. You will also join Smart Health, a wellbeing scheme for staff offering 24/7 online GP and mental health support.

You will be able to use the School's swimming pool and fitness gym free of charge and you will have a free freshly prepared lunch each day in School (when the school is in session). We also have (limited) free parking available for staff.

After 3+ years' service, support staff are eligible for staff fee remission.

We have a review and development scheme for staff, to assist in your professional development, and we have a fantastic track record of supporting our nursery staff in training and development activities and gaining further qualifications.

Standard requirements

EQUALITY, DIVERSITY & INCLUSION

Ipswich School is committed to equality, diversity and inclusion and welcomes applications from all suitably qualified candidates.

GENERAL DUTIES

The responsibilities set out in this job description describe the main expectations of the role and are not intended to be an exhaustive list. The post holder may be asked to undertake other reasonable duties of a similar level and nature. The job description may be reviewed and amended from time to time, following consultation, to reflect the needs of the School and the professional development of the post holder.

SAFEGUARDING

The post holder is responsible for promoting and safeguarding the welfare of children and young people with whom they come into contact. They must comply with the School's safeguarding policies and procedures, report concerns promptly and attend safeguarding training as directed.

Creating Extraordinary Staff...