



OFSTED Reference 517657
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Bradpole Pre-School
The Sir John Colfox Academy
Ridgeway
Bradpole
Bridport
Dorset
DT6 3DT
Tel 01308 456668

JOB DESCRIPTION

Job Title: Administrator / Book keeper
Responsible to: Pre-school Leader
Accountable to: Bradpole Pre-school Committee
Hours: 18 hours min per week, during term time (39 weeks a year), with additional hours outside of term time.

Hourly rate: £9.50 - £10.70 per hour dependent on qualifications and experience.

Job Purpose: To provide administration support and book-keeping for Bradpole Pre-school within the procedural framework set out by the Committee and as directed by the Pre-School Leader.

Main Duties: To maintain accurate financial records and manage financial transactions as directed by the Preschool Leader and Committee. This includes:

- Paying all bills as required, keeping accurate records and receipts;
- Keeping accurate records of petty cash and providing receipts for all purchases;
- Running the Pre-school bank account i.e., checking statements, paying in monies from fees, grants and fundraising;
- Managing the Pre-school's grant/funding entitlement for eligible pupils on a termly basis;
- Invoicing, collecting and recording fees on a termly basis;
- Balancing books on a monthly basis and making records available to the Committee on request;
- Preparing cash flow forecasts and budget monitoring reports including compiling financial records to send to the accountants and Charity Commission at year end;
- Managing all Pre-school contracts i.e., telephone, broadband, waste, water machine;
- To process and pay staff salaries and pensions using Sage One software every month;
- To complete payments to HMRC as directed;
- To administer all staff contracts of employment and other HR documentation;
- To work with the Pre-school Committee Treasurer on the annual review of staff salaries;
- To assist parents with the 30-hour funding application process as required;
- Ensure all staff and committee members are appropriately DBS checked;
- Check Pre-school emails regularly and respond appropriately;
- Purchase pre-school resources and uniform as required;

- Develop and maintain administrative systems to keep on top of a multitude of small but vital tasks:
 - Claiming the milk grant online
 - Renewing Ofsted registration
 - Renewing memberships and insurances
 - Managing pupil admissions paperwork
 - Compiling/updating starter packs
 - Maintaining pupil registers
 - Keeping preschool forms up to date and stocked
 - Booking staff training as directed
 - Keeping parent/carer communication up to date, i.e., updating the website, and Facebook page & compiling newsletters as directed by the Pre-School Leader
 - Making arrangements for fundraising events.
- Any other reasonable duties as discussed and directed by the Pre-school Leader.

Person Specification, Essential Criteria:

- Conscientious, courteous and willing.
- Friendly, helpful and positive disposition.
- Excellent organisational skills and ability to work to deadlines.
- Good attention to detail.
- Good working knowledge of Excel.
- Evidence of knowledge and experience of basic book keeping.
- Ability to work on own initiative and to work as part of a team.
- Good communication skills (oral and written).
- An understanding of the need for confidentiality.
- Able to be flexible and creative in ways of working.
- A willingness to keep up to date with the changes in Government policy in Early Years Education.
- This post is subject to the Rehabilitation of Offenders Act (Exceptions Order) 1975 and as such it will be necessary for a submission for Disclosure to be made to the Disclosure and Barring Service DBS to check for any previous criminal convictions.

Person Specification, Desirable Criteria:

- Good working knowledge of the Pre-school Sector / voluntary sector.
- Experience of running payroll and knowledge of pensions auto-enrolment.
- Good working knowledge of SAGE software.