

Nursery Administrator – Job Description

Job Summary

The Nursery Administration Officer is responsible for providing efficient administrative and operational support to ensure the smooth day-to-day running of the nursery. To provide efficient administrative and financial support within the EYFS setting, with a particular focus on nursery funding claims, invoicing, parent account management, and maintaining accurate child records. The postholder will ensure compliance with local authority funding regulations and support the smooth day-to-day administration of the setting.

Funding Administration

- Process and submit EYFS funding claims accurately and within local authority deadlines.
- Maintain up-to-date records of funded hours, eligibility codes, and attendance.
- Verify and monitor 2-year-old funding, 15-hour and 30-hour entitlement codes.
- Liaise with the local authority regarding funding queries, adjustments, and audits.
- Submit funding claims within required deadlines.
- Complete and monitor 30 hour funding re-verifications to ensure parents keep meeting eligibility criteria.
- Compile breakdown records for each child showing up to date funded hours claimed.
- Ensure compliance with EYFS funding regulations and data protection requirements.
- Monitor changes in funding guidance and communicate updates to management and parents.

Invoicing & Finance

- Prepare and issue invoices for nursery fees, additional sessions, meals, and extra services.
- Monitor parent account balances and follow up on outstanding payments professionally.
- Process payments received via cashless systems, bank transfers, TFC or childcare voucher schemes.
- Reconcile funding payments and fee income against finance records.
- Support budget with estimated figures for the following financial year.
- Maintain and collect cash snack fees and administer reminders to parents.
- Monthly/quarterly banking reconciliations and cash funds to be banked.

Administrative Duties

- Maintain accurate child, parent, and staff records and add to school system Arbor
- Manage Nursery admissions, registrations, and waiting lists.
- Use school management systems (Arbor) to add all new children's details or updates.
- Manage wrap around care admissions, registrations, invoicing and records.
- Prepare and update attendance records and daily registers.
- Update any policies and procedures.
- Handle telephone calls, emails, and front-desk enquiries professionally.
- Respond to parent enquiries regarding fees, funding, policies or sessions queries.
- Communicate important updates and events to parents.
- Welcome parents and visitors professionally.
- Organise filing systems and maintain confidential nursery documentation.
- Support nursery staff with any requested correspondence for nursery parents.
- Order weekly milk supplies and complete dairy's monthly audit.
- Manage and organise change over session and room change records and correspondence to parents along with any important updates.
- Order weekly shopping and compile a breakdown record and receipt for Business manager.
- Report figures for nursery lunches to Bam and arrange payment to Business Manager.
- Monitor Nursery staff sickness and complete absence record and add to Arbor
- Order office and nursery supplies as required.
- Support the school administrative staff as required.

Staff Training & Headteacher Support

- Handle sensitive information confidentially and in line with GDPR requirements.
- Ensure records comply with nursery policies and regulatory requirements.
- Update, print and compile yearly amendments to nursery SEF and Operational plan.
- Update Headteacher with occupancy figures and predicted figures when requested.