

**Sawston Childcare Limited**

**Post: Administrator**

**Main Responsibilities:**

Administrator to work 21 hours per week on a Monday, Tuesday and Wednesday 8am – 4pm with 1 hour for lunch and provide the following service to the nursery:

* Provide an efficient administrative and secretarial service to support the daily management of the nursery including brochure updates
* To support and work alongside our existing Receptionist/Administrator
* To take responsibility in processing bank statements on both First Steps and Sage
* Responsible for the booking of childcare places, placement register update, occupancy and contacting parents
* Responsible for issuing invoices, collecting fees and inputting relevant data to the accounting software package. To prepare and take the banking
* Responsible for the change of placement requests
* Reconciling of bank statements, credit card and maintaining the petty cash facility
* Process the nursery milk claim
* Process the nursery education funding and updating of the portal
* Take a supporting role in dealing with payroll with head of nursery

together with the Nursery Education Funding.

* Assist the company secretary in managing the nursery budget by undertaking delegated administration tasks on Sage
* Assist the company secretary with the end of year finances and audit
* Any other relevant duties determined by the employer from time to time

For further information, please contact

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