



JOB ADVERT

Office Administrator

Noah's Ark Pre-school is looking to recruit an office administrator to join our team. The position would be for 8 hrs a week spread over 2 days starting from 1st September 2022.

Noah's Ark is a Christian Pre-school and takes children from two-five years old. We strive to provide a safe, secure and stimulating and inclusive environment, that both supports and extends the individual child's interests.

This role provides an exciting opportunity for someone who has some administrative experience. The individual would need to have strong organizational skills, good attention to detail and excellent communication skills. They would need to be able to work as part of team and also under their own initiative.

The role: We are looking for someone to undertake administrative duties to support the Practice Managers. The role will be very varied including responsibilities such as keeping policies updated, managing the pre-school's website, keeping staff and children's records up to date and producing the weekly newsletter.

Noah's Ark is committed to safeguarding and promoting the welfare of children, the post is subject to an enhanced DBS check and satisfactory references.

CLOSING DATE: 1st July 2022

INTERVIEW DATE: 4th July 2022

If you are interested in applying for this position, please contact Sophie Cleak, Jane Smith or Sophie Turner for an application form, informal chat or to arrange an informal visit on 0117 9446229 or Office@noahsarkps.org.uk.

JOB DESCRIPTION

Job Title: Office Administrator
Managed by: Pre-school Practice Manager

Purpose of the Job

- To provide the Practice Managers with administrative support.
- Provide a point of contact for parents and staff in the office.
- Undertake administrative duties as required.

Key Responsibilities:

- Manage the daily, weekly and seasonal administration for the pre-school
- Producing ad hoc letters, reports and weekly newsletter.
- Liaising with Practice managers to keep policies up to date
- Maintaining and updating staff single central register
- Maintaining Opal Records.
- Point of contact in the office for parent queries.
- Maintaining the Noah's Ark Website
- Providing PA and administrative support to the Practice Managers.
- Producing risk assessments as required.
- Annual Gift Aid Submission
- Weekly Milk submissions

ESSENTIAL (Must Have)

Knowledge & Experience

- Experience of working with Windows – word, Excel and powerpoint
- Experience of managing a website.
- Experience of working in a team.
- Excellent communication skills.
- Previous administrative experience.

DESIREABLE (Should Have)

Knowledge & Experience

- Knowledge of safeguarding/child protection procedures.