



Bristol Children's Playhouse
Growing Together

Job Description – Admissions Officer

Job purpose: To provide a range of administrative duties to ensure the smooth running of the setting.

Responsible to: Business Manager

Job Details: £11.44 per hour plus 12.07% holiday pay (rising to £12.21 from 1st April).

12 x hours per week ideally over 3/4 days per week (ideally to include Fridays - but flexibility considered for right candidate)

(term-time only: 39 weeks per year) SUMMER HOLIDAYS AND HALF-TERM HOLIDAYS OFF!

Main duties and responsibilities to be agreed from the following:

Admissions:

- First point of contact for parents/carers with admissions enquiries
- To maintain the admissions system for the Setting, including sending information and booking forms to enquirers and existing users using internal and external systems
- Raise and in conjunction with Business Manager reconcile invoices in Quickbooks for fee paying places and chase outstanding payments where necessary
- Regularly reproduce a register of children expected to attend the setting including updated allergy information, fire listing and updates to room folders to include the new starts application forms
- In liaison with the room managers, to ensure that all necessary paperwork and documentation is kept up to date and is available when needed such as child records.
- Liaison with the council to fill spaces for funded 2's and submission of periodic reports for funding
- General office support to include:
- Update all child paperwork regularly, including adding new starters to parent mail portal and Playhouse mobile
- Manage parent mail mailing lists and campaigns to ensure families are kept up to date of events etc via text and email platforms
- Together with the Business Manager: edit/revise policies, procedures and any other documents after review by the Trustees to ensure these are kept up to date.
- To carry out all responsibilities and activities within an equal opportunities framework, respecting the confidentiality of all users and working within the agreed policies of the setting.
- To assist the Business Manager with the arrangement of the production of marketing materials and help them keep and social media updated.

- To assist the Business Manager with the co-ordination of staff training, risk assessments and building repairs. Manage all staff training requests, training matrix and ensure copies of mandatory and additional training certificates are maintained in training file
- To record stock levels and arrange purchases of cleaning materials, stationery supplies and nursery groceries and resources.
- Organise/carry out weekly food shop for the nursery and preschool
- Attend staff meetings and training where possible
- To work within the team to promote the ethos of the Playhouse and actively improve its services.

Person Specification

Essential

- Administrative experience
- Remain calm and professional under pressure
- IT skills, including using basic word-processing and spreadsheet packages (Word and Excel)
- Experience of developing and maintaining effective record systems, including financial
- Experience of working without direct supervision, managing and prioritising own workload
- Good standard of literacy and numeracy
- Excellent organisational skills
- Good written and verbal communication skills
- Ability to work as a team member

Desirable

- Experience of working in a similar role
- Understanding of voluntary management committees
- Understanding of childcare provision
- Enhanced DBS check on subscription service (one will be sought at point of recruitment if not currently in place).