



PERSON SPECIFICATION

Job Title: Nursery Administrator

Essential	Desirable
<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Experience of EYFS Nursery Education Funding • NVQ Level 3 or equivalent in Business/School administration and/or equivalent experience • Capability to achieve: <ul style="list-style-type: none"> • experience of school or similar establishment • the ability to contribute to the maintenance and development of specific aspects of service provision / operations of the school • a good knowledge of school administration systems • a high standard of communication skills with various stakeholders. • working in an environment subject to health & safety, hygiene, child welfare and protection regulations. <p>Abilities & Aptitudes</p> <ul style="list-style-type: none"> • Competence in ICT spreadsheets, word processing, spreadsheets and relevant LA databases <p>Demonstrable ability to:</p> <ul style="list-style-type: none"> • think strategically and write plans • manage time effectively, organise & prioritise own workload to ensure objectives are fulfilled. • organise systems • assess any given situation and to respond in the appropriate manner. 	<p>Knowledge & Experience</p> <ul style="list-style-type: none"> • Supporting the development of new administrative systems and procedures in line with best practice • Knowledge, experience & application of Statutory LA and Health & Safety regulations • A good knowledge of current legislation and policy context, within which central & local government services are intended to operate <p>Abilities & Aptitudes</p> <p>Ability to provide a 'joined up' approach in the management and delivery of service.</p> <p>Ability to supervise workload organisation.</p> <p>Able to think laterally & creatively devising effective solutions to complex problems and to instigate new ideas and approaches</p>

<ul style="list-style-type: none"> • work openly and collaboratively with parent/carers, staff and outside agencies • take initiative • evaluate work and to learn from the outcomes and results • Demonstrate a sensitivity to and have an understanding of being part of a Special School and multi-cultural community • Willingness to continue to undertake courses and learning to develop skills 	
---	--