



**Parklands Nursery School & Playgroup**

Spinney Hill Road  
Northampton  
NN3 6DW

Tel: 01604 642118

[www.parklandsnurseryschool.co.uk](http://www.parklandsnurseryschool.co.uk)

[www.parklandsplaygroup.co.uk](http://www.parklandsplaygroup.co.uk)

Executive Headteacher: Lyndsey Barnett

**Job title:** Receptionist/ Administration Assistant  
**Job Ref No:** 1913  
**At:** Parklands Nursery School  
**Salary:** Grade A, Scale Point 1  
**Hours:** 10 per week, working pattern to be negotiated  
**Weeks per Year:** 38

### **Purpose of Job**

To provide the first point of contact for staff, children, families and visitors to the Nursery and Playgroup in order to deal with enquiries, greet visitors to the Nursery and Playgroup, and take receipt of deliveries and payments.

To carry out specific administrative duties and general office duties as required providing an efficient and effective administrative service for the Nursery School and Playgroup.

### **About Us**

Parklands Nursery School is one of nine maintained nursery schools operating within Northamptonshire. We are part of the Foundation for Children Nursery Schools Federation, which currently incorporates two other maintained nursery schools. We provide full and part time education and care to three and four year olds. Parklands Playgroup operates from the premises of Parklands Nursery School, offering education and care to two and three year olds.

We have a team of 14 staff working within the Nursery, Playgroup and the admin office.

### **The Role**

The Receptionist/Administration Assistant is line managed by the School Business Manager and their main responsibility is to carry out reception duties providing the first point of contact for staff, children, families and visitors to the school.

The jobholder is also responsible for carrying out a range of other administrative duties such as maintaining the pupil database, assisting with the preparation of invoices for fee paying families, booking school trips, preparing stationery orders and first aid supplies, preparing outgoing post and distributing post and messages to staff.

In addition, they also carry out other general office duties such as photocopying and filing as required.

The School Business Manager has responsibility for managing the jobholder and for ensuring that the administrative and office systems for the school are working efficiently and effectively. They have specific responsibility for providing secretarial support to the Headteacher and for managing the administration of HR issues.





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### Main accountabilities

- To act as the main receptionist for the nursery and playgroup in order to receive visitors, staff, pupils, parents and deliveries in a courteous and efficient manner and to deal with telephone calls in a timely manner in accordance with policies and procedures.
- To distribute post and messages to staff and liaise with lunch club staff over their daily register to ensure effective communications and keep staff informed of relevant information as appropriate.
- To prepare orders for stationery, office equipment and first aid supplies to ensure that the school has sufficient resources to run efficiently and effectively and pass on to the Business Manager for approval and ordering.
- To receive deliveries for the school, including matching the delivery note with the order, checking the invoice and passing the invoice on to the Business Manager for payment to ensure that deliveries are correct and paid in a timely manner.
- To carry out basic office duties such as photocopying, filing, dealing with general enquiries to ensure the provision of an efficient and effective administration service for the nursery.

### Knowledge, experience and training

- Good general level of education including Maths and English to GCSE/O level standard.
- Experience of dealing with people/ providing customer service e.g. previous experience of working as a receptionist.
- Previous office experience.
- Computer literate with experience of MS packages.

### Planning, organising and controlling

Much of the work is routine and the jobholder is able to carry out the work with little supervision. Additional tasks are allocated by the line manager as required.

- On a daily basis the jobholder deals with reception and telephone enquiries, checks the lunch club registers, takes money for school trips, deals with incoming post, makes and takes bookings for school trips etc.
- On a weekly basis the jobholder ensures that all money has been recorded correctly on a spreadsheet, and passes it on to the Business Manager for banking.
- On a monthly basis the jobholder checks the supply of all leaflets and information pamphlets and prepares additional copies if required.
- The jobholder works with little formal supervision as the work is mainly routine.
- The jobholder and line manager work closely together in the admin area and can discuss tasks and any issues or problems as they arise.
- The jobholder is able to prioritise taking and recording money on a daily basis, procedures for ordering office and first aid supplies.





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**Communication**

- The jobholder must have a good telephone manner and effective interpersonal skills.
- The jobholder deals with enquiries, provides information to parents, visitors, pupils and staff, face to face and over the telephone. The jobholder must ensure that they are approachable, polite and courteous.
- The jobholder makes enquiries and obtains information when booking trips etc.
- The jobholder is able to use their negotiation skills when booking venues and transport in order to get the best price.

