

St John's Mead CEVC Primary School

Nursery Administrator

- Maintain records of hours attended by each child.
- Keep financial records of any extra hours attended, produce invoices and keep an eye on payments etc.
- Photocopy packs for parents who are interested in a Nursery place, liaise with them and arrange visits etc. if necessary.
- Contact parents about children starting in the following term and arrange visits etc. and check and file paperwork.
- Produce registers once a term (i.e. three times a year) at the end of the previous term.
- Complete a return to SGC at the beginning of each term to claim payment for the hours attended by each child.
- Complete a return at the end of each term to SGC to adjust any hours claimed (i.e. children who change their hours, start or finish during the term).