

## The Little Lot Nursery

### Administrator – Person Specification

		<b>Essential / Desirable</b>
<b>Experience</b>	Secretarial/administrative work in a nursery or school Experience of nursery/school MIS systems Use of Microsoft Office (ability to create nursery specific documents and spreadsheets) Knowledge of relevant statutory policies, codes of practice and assessment and reporting procedures Organising Trustees/Governors schedule/meetings	Desirable  Desirable  Essential  Desirable  Desirable
<b>Qualifications</b>	Keyboard skills Literacy / maths	Essential Essential
<b>Knowledge and Skills</b>	Excellent verbal and written communication skills at all levels, both in the nursery and within the wider nursery community. Able to work under pressure, plan ahead and prioritise workload Able to work as part of the nursery team and on own initiative Excellent keyboard skills with attention to detail Accurate and efficient record keeping and filing Professional at all times, demonstrating and modelling the nursery's values	Essential  Essential  Essential  Essential  Essential
<b>Personal attributes</b>	Punctual, dependable and trustworthy Discreet, tactful and able to maintain confidentiality Patient, courteous and positive Pre-emptive	Essential Essential  Essential Desirable