

# The Little Lot Nursery Ltd

## Nursery Administrator post

### Overview

**About Us:** The Little Lot Nursery is a charitable, non-profit company, dedicated to providing exceptional childcare services for children aged 2 years to 4 years. We create a safe, stimulating, and nurturing environment where children can thrive and develop a love for learning.

**Job Summary:** We are seeking a highly organised and detail-oriented Administrator to join our team. The ideal candidate will be responsible for ensuring the smooth operation of the nursery by managing various administrative tasks. This role requires proficiency in office software and a strong ability to communicate effectively with both internal and external stakeholders. The Administrator will play a crucial role in supporting the team and enhancing overall productivity. This position requires a proactive individual with excellent communication skills and the ability to manage multiple tasks efficiently.

This position is part time, working 14 hours per week. This position term time only.

### Key Responsibilities:

- Handle financial duties such as managing budgets, resources, and inventory.
- Liaise with parents, staff, and external agencies to ensure effective communication.
- Support the nursery team with various administrative needs.
- Use relevant software (currently Instant Nursery Manager) to update customer accounts and manage nursery administration.
- Use relevant software (currently QuickBooks) to manage budget and liaise with the nursery's accountant.
- Chase outstanding debts.
- Organise the database and retain documents in accordance with our Data Retention policy.
- Maintain and update the Nursery website.
- Support the Board of Trustees.

### Roles/Responsibilities include:

- Manage daily administrative tasks including correspondence, phone calls, and emails.
- Maintain accurate records of attendance, incidents, and child development assessments.
- Perform data entry tasks accurately and in a timely manner as required to obtain Government funding
- Assist in developing policies and risk assessments in conjunction with the Nursery Manager.
- Prepare reports and documentation required by regulatory bodies

Sending reports to the local authority as appropriate and approved by Nursery Manager.

Maintain organised filing systems, both physical and electronic, for easy retrieval of documents.

Handle incoming phone calls with professionalism, demonstrating excellent phone etiquette.

Assist with bookkeeping tasks, online banking and accounting software.

Collection of fees including the administration of government funding, pursuing outstanding fees and resolving any account queries.

Preparing payroll information weekly & monthly and liaising with our payroll administrator

Keeping petty cash records.

Maintaining family and account records on the nursery computer programme,

Maintaining accurate and confidential children's and parent's records.

Maintaining accurate staff employment records

Assisting with the recruitment of new staff, including the collection of references.

Arranging for staff to show prospective parents around the nursery.

Ordering from suppliers.

Note take, record meetings of minutes (including the Board of Trustees).

Provide administrative support to the Nursery Manager and Board of Trustees as required.

### **Skills**

Proficiency in Word, Excel

Strong typing skills with attention to detail for accurate data entry.

Excellent organisational skills to manage multiple priorities effectively.

Experience in clerical and office administration tasks.

Strong administrative skills with the ability to maintain confidentiality.

Good phone etiquette and interpersonal skills for effective communication with clients and colleagues.

Ability to adapt to new technologies and computerised systems quickly.

**The ideal candidate will have experience in a similar role, with exceptional administration, and customer service skills. You will be a quick and efficient worker, and be fully conversant with MS Office packages and programmes (good Word/Excel skills are a must), and have previously worked with various Software Packages.**

### **Schedule:**

14 hours per week (schedule to be agreed between successful candidate and management)

No weekends

### **Qualifications:**

GCSE or equivalent (preferred)

Previous experience in an administrative role, preferably in a childcare or educational setting.

Strong organisational and multitasking skills.

Excellent communication and interpersonal abilities.

Proficiency in Microsoft Office Suite (Word, Excel, Outlook) and Google Suite (Docs, Sheets, Drive).

Ability to work independently and as part of a team.  
A friendly and approachable demeanour.

**Experience:**

Nursery/School office: 3 year (preferred)  
Administrative experience: 3 years (preferred)

**Why Join Us?**

Be part of a supportive and dedicated team.  
A nurturing and positive work environment.  
Competitive salary and benefits.

**Salary**

Dependent on age and experience from £14.00 per hour

**How to apply**

Application form on our website ([The Little Lot Nursery](#)) and if you need any additional information or have any questions regarding the vacancy, please contact us on 01925 215642 or by email to [little-lot@hotmail.co.uk](mailto:little-lot@hotmail.co.uk)

Application forms should be returned to the email address above by midnight on Wednesday 11 February 2026.

Interviews – week beginning Monday 23 February 2026