

BRISTOL CITY COUNCIL**JOB DESCRIPTION**

Job title:	Administrator
Bristol grade:	BG5
Managed by:	Bursar
Responsible for:	No direct reports
Directorate:	CYPS
Service area:	Education

Purpose of the job

Under the day-to-day supervision of their manager, provide effective and confidential support in the running of the nursery school.

To be the welcoming face of the nursery and ensure that all children, families and visitors enter and leave the building safely

Key job outcomes/accountabilities

- Carry out a range of general office and administrative duties, with some more technical aspects:
 - Data collection, entry and analysis, using appropriate software such as SIMS, spreadsheets and databases, with feedback to the Senior Leadership Team (SLT) on trends, patterns and anomalies.
 - Respond to a range of written, telephone and face to face enquiries from a variety of sources (internal and external) either directly or in more complex cases, by referral to an appropriate colleague to ensure satisfactory resolution.
 - Undertake general office duties to include: opening, sorting and distribution of post, filing, photocopying, monitoring/ordering of stationery and other resources as required, maintaining office diary, deliveries are checked against orders, purchase order and invoice processing, taking and distributing minutes, cash handling and banking, collection and reconciliation, lunch orders/reconciliation, maintaining petty cash and school funds
 - Provide a comprehensive, timely and accurate word processing service to include policies, letters, newsletters, prospectus/marketing literature and emails
 - Ensure Nursery website and social media is up to date

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

General Accountabilities

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards.
- E. Ensure that all mandatory training is undertaken as required. For example – Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.