



Administrator Job description.

Kids Around the Clock is a family run business that provides childcare services tailored to the needs of yourself and your child. have been providing high-quality services since 2000 and our team has a vast amount of experience in the Early Years sector.

As one of the leading providers of childcare services in Manchester, we value the voices of our children, parents, carers and staff, and take their suggestions onboard at Kids Around the Clock.

We endeavour to provide a fun and loving environment for children to explore and develop in a safe and secure way

Role and Responsibilities:

- ☺ Representing the company with a positive attitude and professional appearance
- ☺ Answering, screening and forwarding any incoming phone calls and ensuring an accurate message is conveyed to internal staff
- ☺ Maintain building security by following procedures and controlling building access and monitoring the visitor log sheet
- ☺ Greet and welcome visitors, directing them to the appropriate person/area of the nursery and announcing them appropriately.
- ☺ Receive daily mail/deliveries/couriers and ensure the relevant person gets the items.
- ☺ Manage the calendars e.g. scheduling meetings and/or appointments when requested
- ☺ Ensure reception area is tidy and presentable at all times
- ☺ Provide ongoing administration support to the Management team and financial controller.
- ☺ Maintain/update children's Data and staff data
- ☺ Register new children
- ☺ Take payments

Skills and Experience:

- ☺ Tidy and professional appearance
- ☺ Polite with a calm and courteous manner
- ☺ Self-motivated and able to use initiative
- ☺ Positive, confident and professional
- ☺ Hard-working and committed to the role and the organisation
- ☺ High level of regard for confidentiality
- ☺ Ability to organise, multitask, prioritise and work under pressure

- ☺ Able to work as a team and with minimum supervision
- ☺ Excellent written and verbal communication skills
- ☺ Good standard of IT skills - including Word, Excel, and Google
- ☺ The ability to be flexible and have a willingness to learn

Personal Specification.

	Essential	Desirable	How identified
Physical Attitudes	<p>Good Health.</p> <p>Tidy appearance.</p> <p>Few absences form current job.</p> <p>Capable to work in pressured situations.</p>	<p>Excellent Health.</p> <p>Smart Appearance.</p>	<p>Medical/interview. Interviews.</p> <p>Interview/reference.</p> <p>Interview discussion</p>
Education & Qualification	<p>GSCE Grade C or above</p>	<p>Business Administration level 3/4</p> <p>Enhanced DBS</p>	<p>C.V</p> <p>Application certificates</p>
Experience, training and skills	<p>Excellent communication skills - Verbal and written.</p> <p>1 year of good standard of office-based experience.</p> <p>Ability to work under pressure and meet deadlines.</p> <p>Ability to collect and present information.</p> <p>Effective record Keeping.</p> <p>Professional telephone manner.</p> <p>Able to work independently and work co-operatively in a team.</p>	<p>Ability to co-ordinate in a specialist area e.g. Finance, safe recruitment</p>	<p>CV, application and interviews</p>

	Essential	Desirable	How identified
Personal Qualities	Calm Nature. Reliable, enthusiastic and flexible. Positive and happy attitude.		Interviews References