



# OPPORTUNITY

## Part Time Nursery Administrator – Job Share

**Reference:** R210591

**Salary:** £20,600 to £22,847 per annum (pro rata). Grade 5, depending on experience

**Contract Type:** Fixed Term for 12 months

**Basis:** Part time (18.25 hours per week over 2.5 days or 21.75 hours per week over 3 days)

# Job description

## Job Purpose:

To provide financial and administrative support to Aston University Nursery.

## Main duties and responsibilities

### Finance

- ▶ Raise invoices and distribute to parents
- ▶ Raise credit notes and amend client accounts as required
- ▶ Take payments and record appropriately
- ▶ Resolve financial queries of clients
- ▶ Create export files for the university finance team
- ▶ Monitor debt and implement credit control procedures as required
- ▶ Liaise with the Nursery Business Manager regarding client accounts
- ▶ Reconciliation between Nursery and University finance systems
- ▶ Liaise with support team for financial systems as and when required
- ▶ Maintain financial records in line with auditing procedure
- ▶ Raise purchase orders via the university finance system
- ▶ Monitor blanket order expenditure
- ▶ Attend finance meetings with nursery management and support team
- ▶ Liaise with suppliers regarding orders and payments
- ▶ Carry out annual fee analysis, reporting findings to Nursery manager prior to fee increase.

### Administration

- ▶ Deal with telephone enquiries and direct to the appropriate person
- ▶ Take details of nursery place enquiries and forward to the Nursery Manager or Deputy.
- ▶ Update children's personal files as required.
- ▶ Update children's booking patters following authorisation from Nursery Manager or Deputy Manager.
- ▶ Support the Nursery Manager during audits by the local authority and the claiming of Nursery education Funding.
- ▶ Stock control of consumables
- ▶ Place orders with relevant suppliers
- ▶ Maintain nursery filing systems
- ▶ Liaise with other university departments as necessary
- ▶ Create and distribute nursery letters

**Please note, the postholder is required to have enhanced DBS clearance to work with children.**

### **Additional responsibilities**

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
  - ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
  - ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
  - ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.
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# Person specification

	Essential	Method of assessment
<b>Training and Development</b>	Demonstrate commitment to personal and professional development that enhances performance in the role	Application form
<b>Experience</b>	<p>Experience of working in a customer based environment</p> <p>Experience of using financial systems and auditing processes</p> <p>Experience of collating and reporting on financial data</p> <p>Experience of implementing credit control procedures</p> <p>Administrative experience</p>	Application form and interview
<b>Aptitude and skills</b>	<p>Excellent verbal and written communication skills</p> <p>Ability to manage own workload and work to deadlines</p> <p>Strong IT skills</p> <p>Ability to use databases and financial systems</p> <p>Awareness of financial auditing procedures</p> <p>Good organisational skills</p> <p>Ability to maintain confidentiality</p> <p>Awareness of reconciliation methods</p>	Application form and interview

	Desirable	Method of assessment
<b>Education and qualifications</b>	Experience of administration duties within a nursery/childcare environment	Application form and Interview

	Desirable	Method of assessment
	Awareness of nursery processes	



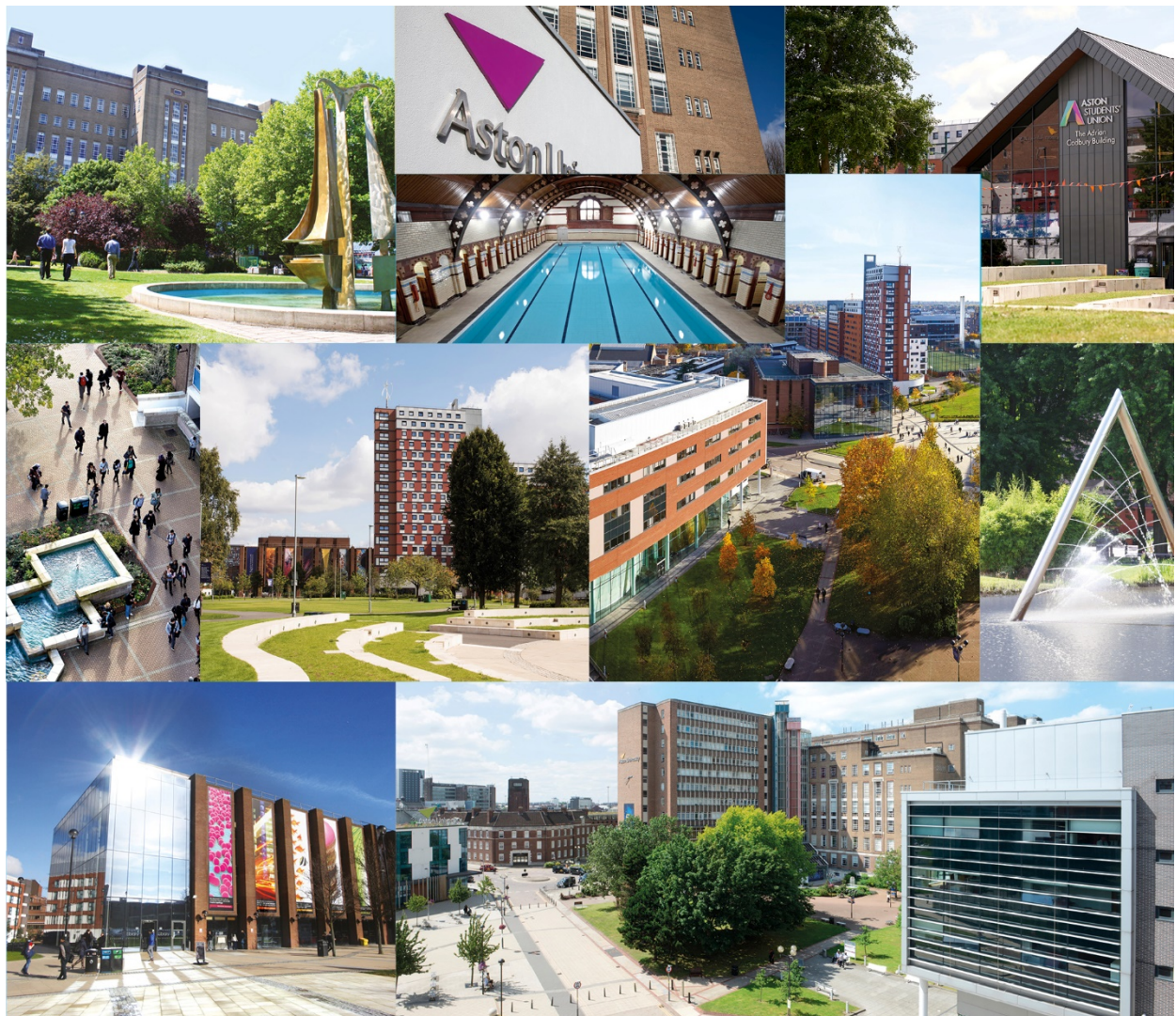
# How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23.59 on the advertised closing date.  
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk).



# Contact information

## Enquiries about the vacancy:

Name: Donna Cooper

Job Title: Nursery Business Manager

Email: [d.cooper1@aston.ac.uk](mailto:d.cooper1@aston.ac.uk)

## Enquiries about the application process, shortlisting or interviews:

Recruitment Team via [jobs@aston.ac.uk](mailto:jobs@aston.ac.uk) or 0121 204 4500.

# Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

**Salary scales:** <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

**Benefits:** <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

**Working in Birmingham:** <https://www2.aston.ac.uk/birmingham>

**Employment of Ex-Offenders:** Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

## Eligibility to work in the UK:

### Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

### New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

**Skilled Worker Visa** <https://www.gov.uk/skilled-worker-visa>

### **Global Talent Visa**

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.  
<https://www.gov.uk/global-talent>

**Equal Opportunities:** Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

**Data Protection:** Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

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**Where change  
gets real.**