

## **Administrator Support for Voluntary Committee Run Childcare/Early Years Provision**

### **Purpose**

To improve sustainability, by providing administration support both to day-to-day operations and to voluntary management committees.

### **Aims**

- Improve the quality of information a group has to manage its business.
- Reduce the burden on unpaid volunteers
- Provide continuity when management committees change

### **Outline of Administrator**

An administrator would provide a flexible service and the position may be particularly suitable for somebody who wanted to work flexible hours

- The position would probably be self-employed, although could be employed by the provision. An administrator may cover a number of providers.
- If covering up to 6 providers, each with up to 24 registered places (in the region of 30/40 children on the books) then this may equate to the equivalent of half-time employment, during school term time
- Administrator would contract directly with each provider.
- Administrator would probably require a laptop with word, excel and possibly a childcare management package, together with e-mail access

### **Recruitment**

Groups seeking an administrator are able to advertise using Oxfordshire County Council's free recruitment service for childcare and early years providers.

[www.oxfordshire.gov.uk/workinginearlyyears](http://www.oxfordshire.gov.uk/workinginearlyyears) (See 'Childcare job vacancies')./ 0845 604 23 46.

Each group would be responsible for appointing or contracting with an administrator, including services to be provided and arrangements for remuneration

## **Suggested Administrator's Key Tasks**

By negotiation with each group, but could be expected to include: -

### **Support for Day to Day Operations**

- Provide register of expected attendees
- Provide invoices and monitor payments against these, referring non-payments to nominated person within the provision for action
- Maintain a waiting list, referring vacancies to nominated person within the provision for action
- Receive invoices and prepare payments (but not a cheque signatory)
- Handle Nursery Education Funding administration
- Payroll liaisons to ensure that staff are paid on the due date. (Administrator is not necessarily expected to provide payroll service)
- Ensure group's records are up to date and accurate, including records of children, families, personnel records and inventory, in accordance with the Ofsted Early Years Register requirements and other legal requirements. Ensure that records are available for the staff and committee as required.

### **Support for the Committee**

- Maintain financial records, in liaison with the treasurer
- Provide reports (usually monthly), including finances monitored against budget and details of actual attendance and waiting list
- Petty cash reconciliation
- Prepare annual accounts, ready for audit/independent examination
- Contribute to business planning, particularly financial forecasts
- Attend and/or report to committee meetings
- Point of contact for Oxfordshire Family Information Service and ensure the group's records on its database are up to date
- May facilitate mutual support and co-operation between groups, particularly is supporting a number of groups e.g. support when interviewing potential new staff

### **General**

- Ensure records are kept secure (paper records are locked away and computer records are password protected) and that the group's responsibilities under the Data Protection Act are met.
- Ensure that records are archived annually and returned to the committee for storage

Administrator support for voluntary committee run childcare/early years provision

Updated February 2011

### **Suggested - What an Administrator Doesn't Do**

- Collect fees
- Write a business plan
- Fundraise
- Manage staff
- Work in the group/provide cover
- Liase with Ofsted
- Doesn't necessarily provide a payroll service

### **Suggested - What an Administrator is not**

- A committee member
- A cheque signatory

### **Suggested - What an Administrator can expect from a Group**

- To regularly provide information on
  - New users
  - Changes to existing users
  - Actual attendance
  - Fees collected
  - Staff hours
- To produce a business plan
- To provide a named point of contact on the committee
- To provide details of payments made by the group

## Suggested Selection Criteria

<u>Specification</u>	<u>Essential</u>	<u>Desirable</u>
<b>Relevant Skills</b>  <b>Or</b>  <b>Aptitudes</b>	Ability to communicate effectively face to face, in writing, by telephone and by e-mail.  Organising and prioritising skills  Excellent numerical and financial skills  Comfortable with ICT and aptitude to learn new applications	Data handling/statistical skills  Minute taking
<b>Experience</b>	Administrative experience  Experience and regular use of Microsoft Excel and Word  Proven ability to work to deadlines	Experience in dealing with cash and confidential records  Interest in early years/schools/young people  Experience in working in a child care setting
<b>Relevant Education/Training</b>	Good general education, including GCSE or equivalent in Mathematics and English Language  Commitment to undertake basic training in safeguarding children and 'safer recruitment'	Formal training in relevant software packages
<b>Other requirements</b>	Commitment to team work  Initiative, flexibility and ability to handle change	An understanding of current government policy and initiatives in childcare, early years, play and leisure, extended services in and around schools and Children's Centres

Content provided by

David Mendham  
Childcare Business Development Strategy Officer  
Oxfordshire Early Years and Childcare Service

01865 816758

With support and contributions from other Childcare Development staff