Nursery Administrator

Closing date: 2 August 2021
Interview date: 9 August 2021
Introduction

As a member of the Commercial Services team, you will be a key contributor in supporting our section to provide essential income and to support the University’s key objectives. The services we provide underpin values that will enhance the ‘student experience’, whilst being profitable and sustainable.

We work in an all-inclusive environment where the word ‘team’ is part of our culture. We provide an excellent benefits package supporting market led terms and conditions of employment. We are committed to ‘Investors in People’ and this is demonstrated by providing an open door policy giving access to the Management Team from all levels of the organisation.

We wish you well with your application.

Mission and Values

At YCL our mission is to provide the highest standard of customer satisfaction, value for money and quality of product within a friendly and helpful environment.

Our values are:

**Trust** - We will place trust in you to do your job and do it well

**Respect** - We will respect you and expect you to respect your colleagues and customers

**Unique** - We are all unique and diverse and we embrace this

**Enjoy** - We strive to make work an enjoyable place, you should too!

Campus Nursery

Our Nursery and Pre-school aims to promote a happy, secure, caring and stimulating environment where children can develop socially, emotionally, physically and intellectually. The principles of the Nursery are to support our children thorough quality and consistency, secure foundations, partnership working and equality of opportunity and anti-discriminatory practice so that every child is included and supported. We offer a wide range of activities to our children who are aged from 3 months to five years in order to promote different kinds of learning through play according to the Early Years Foundation Curriculum. These activities include physical co-ordination and control through the use of apparatus, music and movement games, as well as the improvement of manipulative skills, hand eye co-ordination and concentration through construction, jigsaws and other table toys. We also work with the children in a wide range of art and craft activities to stimulate creativity and self-expression. The Nursery is open to all, including university students and staff and members of the public.
YCL

YCL is a wholly owned subsidiary company of the University of York. YCL was formed in 2012 with the overall aim to deliver a profitable service and provide essential income to the University.

There are a number of commercially focussed sections which make up YCL including, Catering, Campus Nursery, York Sport, Design and Print Solutions, York Conferences, Retail Services, York Science Park and support teams including, Human Resources, Central Administration and Marketing.

YCL is continuously looking for new ways to support the University. In 2017/18 we opened a new retail store and catering outlet for the use of students, staff, visitors and the general public.

YCL was awarded Investors in People Silver in 2014.

Benefits Package

- 38 days annual leave including 8 bank holidays (pro rata)
- Pension scheme
- Concessions rates at York Sport Village and Centre
- 10% off campus NISA supermarkets
- Discount scheme with local restaurants, retail and traders
- Salary sacrifice schemes including cycle to work, and campus nursery
- Discount scheme with national retailers and services
- Discounted personal postage rates

The University

Founded on principles of excellence, equality and opportunity for all, the University of York opened in 1963 with just 230 students. In 2019 it is the home of more than 18,000 students. The University is one of the world's leading universities and a member of the prestigious Russell Group.

An Attractive Place to Work

Centred around the picturesque village of Heslington on the edge of the city of York, the campus offers a wealth of facilities, including bars, gyms and shops.

The University has undergone an unprecedented period of expansion and renewal. Since 2000 they have invested in 20 new buildings on the original campus and have completed the first and second phases of a £750m campus expansion.

During this period of change YCL has also grown to support the growth on campus. We have worked hard to retain our friendly, informal atmosphere and believe strongly that work should be an enjoyable place to be.
Salary: £19,080.69 per annum full time equivalent (£12,892.36 pro-rated)

Grade: A3

Hours of work: 25 hours

Contract type: Open

Reporting to: Nursery Manager

Main purpose of this role

To ensure all financial aspects of the Nursery business runs smoothly to optimise the cost-effectiveness of our activities

To provide the necessary administrative support for the running of the nursery on a day to day basis

Organise and take the minutes at the Nursery Management Group, Nursery Consultative Committee and AGM.

Key responsibilities and duties

General office administration in the front of house role.

Ensuring routine administration is undertaken including responding to customer needs and advising on queries relevant to the role.

Managing the Nursery accounting function including creating and issuing invoices, coding and authorising payments, journals and month end figures, monitoring receipt of payments and chasing up outstanding monies.

To be responsible for checking monthly draft and final management accounts in conjunction with Agresso finance system, in an accurate manner and to specified deadlines

Providing monthly accruals and journals to central accounts.

Overseeing the finance system (Agresso) transactions and budget movements

To produce weekly forecast and other reports on request from Nursery Manager

Updating the Childsplay system with bookings and finance information.

Maintaining petty cash systems

Ordering agreed equipment and payments within defined limits.

Special Requirements

The post holder is required to obtain and maintain a satisfactory Disclosure and Barring Service Certificate (DBS)

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post in response to business needs.
# CANDIDATE SPECIFICATION

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| **QUALIFICATIONS** | | • Finance or accounting qualification  
| • 5 GCSE passes at grade C or above to include English Language and Mathematics or an equivalent qualification or relevant experience | • EDCL or equivalent |

| **KNOWLEDGE** | | • Experience of working in a finance or book keeping role  
| • Knowledge and understanding of the accounting practices and procedures used in a complex organisation | • Knowledge of accountancy or finance systems including Agresso.  
| • Knowledge of financial regulations and procedures | • Awareness of safeguarding policies and Health & Safety requirements  
| • Minute taking and administration procedures | |

| **SKILLS / ABILITIES/ COMPETENCIES** | | • Knowledge of GDPR regulations |
| • Equality and diversity awareness | | |
| • Good organisational skills and ability to prioritise and manage own workload | | |
| • Ability to work in a hectic environment | | |
| • Good communication skills with a view to customer service (telephone/email, face to face) | | |
| • Professional manner | | |
| • Confidentiality | | |
| • The ability to make efficient and effective use of standard office computer systems including word-processing, databases, spreadsheets and on-line tools | | |
| • The ability to accurately process and record routine financial transactions | | |
| • The ability to administer a petty cash system & monitor income & expenditure against a simple budget | | |
| • Numeracy skills | | |
# CANDIDATE SPECIFICATION

## EXPERIENCE

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<td>• Working in a hectic environment</td>
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<td>• Experience of working in a financial office environment</td>
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<td>• Experience of working with financial systems and software</td>
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<td>• Experience of paying invoices, and raising cheque/BACS payments</td>
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## PERSONAL ATTRIBUTES

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<td>• Professional and welcoming manner</td>
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<td>• Excellent interpersonal skills</td>
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<td>• Self motivated and excellent organisational skills</td>
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<td>• Ability to work well within a team</td>
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<td>• Able to work flexibly, under pressure and to tight deadlines</td>
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<td>• Able to adapt well to change and service improvements</td>
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How to Apply

Online

- Go to https://jobs.york.ac.uk/ycl
- Find the vacancy using the reference
- Complete the online application form

You will need to submit your application by midnight (GMT) of the closing date.

What will I need?

We will ask you for:

- Personal details
- Your employment history
- Relevant qualifications
- Contact details for two referees

You will need to show us how you meet the requirements of the job, either in a written statement and/or by answering questions.

YCL will only recruit individuals who have passed the school leavers age. For further information and confirmation of the school leavers age please visit the City of York Council website.

Applicants aged 18 and under will only be offered a maximum of 20 hours of work a week, and must provide evidence that they are in full or part-time education/training, or undertaking work based learning such as an apprenticeship.

Help and assistance

Direct queries to ycl-hradmin@york.ac.uk
01904 328413 / 01904 328424