1. **Job Details**

Job title: Senior Secretary

School/Support Department: Corporate Services

Unit (if applicable): University Day Nursery

Line manager: Day Nursery Manager

2. **Job Purpose**

To provide administrative and secretarial support for the nursery team.

3. **Main Responsibilities**

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<tr>
<th>Approx. % of time</th>
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<tr>
<td>1. Issue contracts to clients in an efficient and timely manner.</td>
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<td>2. Check receipt of monthly fees and Childcare Vouchers, issue additional fee slips as required.</td>
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<td>3. Process invoices on a weekly basis and verify monthly accounts when received from finance.</td>
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<td>4. Respond to telephone, written and personal enquiries to the nursery. Ensure accurate information is conveyed to the Nursery Manager from staff.</td>
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<td>5. Responsible for all administration for clients and staff to enable smooth running of department.</td>
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<td>6. Will undertake the above duties and any other additional duties as requested by the management.</td>
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4. **Planning and Organising**

Prioritising issue of Staff contracts before August deadline and student contracts before September deadline.

Annual update of children’s files and database. Contact schools to arrange pre-school visits on an annual basis.

Preparation for annual inspections from Edinburgh City Council Education department and Care Commission.

5. **Problem Solving**

Resolve problems arising from issue of contracts or fee slips, may have to refer to Line Manager for policy decision.

Contact suppliers and Accounts Payable to resolve queries on invoices and contracts, normally resolved by contact.
6. Decision Making
Prioritisation of own work and work requirements by Nursery staff at different times of the year.
Respond and advise on general enquiries for nursery placements and contact with Registry regarding nursery subsidy if applicable.
Policy decisions referred to Line Manager.

7. Key Contacts/Relationships
Contact with Line Manager, senior and nursery staff, clients, Edinburgh City Council, Care Commission and other outside agencies either in person, by phone, e-mail, or letter.

8. Knowledge, Skills and Experience Needed for the Job
Excellent communication skills.
Ensure confidentiality of children, clients and staff within the nursery.
Ability to work independently and show initiative.
Self-motivated, adaptable to change.
Must like children, have a sense of humour and show enthusiasm.
Good I.T. and database skills.
Knowledge of University departments, contacts and codes and practices would be an advantage.
Willing to participate in any professional development opportunities.

9. Dimensions
Provide secretarial support for Manager and Nursery staff.
Provide contracts and admin for 70+ clients yearly.

10. Job Context and any other relevant information
Must hold an Enhanced Disclosure from Disclosure Scotland.

11. Verification
I agree that this job description conveys an accurate description of this job.

Manager: 17.05.06

Job holder: 17.05.06e