

## Section 1 | Job Details

<b>Post Title</b>	<b>PA – Nursery Manager</b>	
<b>Reporting to</b>	<b>Nursery Manager and Parent Relations Executive</b>	
<b>Dotted Line Manager</b>	<b>Customer Relations Manager</b>	
<b>Business Unit</b>		
<b>Department</b>	<b>Front of House</b>	

## Section 2 | Job Purpose

To support the day to day running of the school through the effective leadership of the administrative team and providing a professional, knowledgeable service to families, children, visitors and staff.

## Section 3 | Dimensions

<b>Staffing Accountability</b>	<b>Direct Reports</b>	
	<b>Total Team size</b>	
<b>Financial Accountability (Annual)</b>		

## Section 4 | Key Accountabilities

<b>Main Duties</b>	<ul style="list-style-type: none"> <li>- Welcoming Parents and Visitors: Greet and assist parents, visitors, and potential clients in a professional and friendly manner.</li> <li>- Conducting Tours: Provide informative tours of the nursery, showcasing facilities, programs, and safety measures.</li> <li>- Updating Class Registers: Maintain accurate and up-to-date class registers for attendance tracking.</li> <li>- Updating Children’s Files: Ensure children’s files are regularly updated with necessary information, documents, and records.</li> <li>- Updating Compliance Folders: Keep Dubai Municipality and KHDA compliance folders up to date, ensuring all regulatory documents are complete and accurate.</li> <li>- Administrative Support to Nursery Manager: Assist the Nursery Manager with general administrative tasks, including document preparation and filing.</li> <li>- Handling Parent Concerns and Complaints: Support the Nursery Manager in addressing and resolving parent concerns or complaints in a timely and professional manner.</li> <li>- Scheduling and Meetings: Assist with scheduling meetings, appointments, and nursery-related events.</li> <li>- Taking Minutes: Accurately record minutes of meetings and distribute them to relevant parties.</li> <li>- Arranging Interviews: Coordinate and arrange interviews for potential staff members, ensuring a smooth recruitment process.</li> </ul>
<b>Key Skills and Requirements</b>	<ul style="list-style-type: none"> <li>- Strong communication and interpersonal skills</li> <li>- High level of organization and attention to detail</li> <li>- Ability to multitask and manage administrative duties efficiently</li> <li>- Proficient in Microsoft Office and other office management software</li> <li>- Knowledge of Dubai Municipality and KHDA regulations is a plus</li> <li>- Prior experience in a similar administrative role, preferably within a nursery or educational setting</li> </ul>

## Section 5 | Communications & Working Relationships

<b>Internal</b>	<b>External</b>

## Section 6 | Qualifications, Experience & Skills

## Job Description

<b>Minimum Qualifications</b>	- Minimum diploma / degree of higher education; or Related industry qualification, of graduate level, for the assigned functional area(s).
<b>Minimum Experience</b>	- 5+ Years' Experience in similar role
<b>Job Specific Knowledge &amp; Skills</b>	<ul style="list-style-type: none"><li>- To be approachable, professional, calm and knowledgeable</li><li>- To be able to deal professionally with a range of stakeholders</li><li>- To be able to prioritise work load.</li><li>- To be IT literate</li><li>- To be an excellent and efficient administrator</li><li>- To be able to maintain confidentiality</li><li>- To be able to think ahead and use initiative</li></ul>

### Section 7 | Safeguarding

**Aldar Education is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and police clearance.**

### Section 8 | Approvals

#### Department Leader

Title:

Signature:

Date:

#### Human Resources

Title:

Signature:

Date:

### Section 9 | Employee Acceptance

#### Employee

Title:

Signature:

Date: