



KINGDOM PRESCHOOL & NURSERY

A Forest School Setting • Whitfield, Dover

WE'RE HIRING

Nursery Funding/Finance Administrator

With a clear progression pathway to Senior Administrator

Hours	Full time — 5 days per week (Monday to Friday) 8.45am-5pm
Salary	£26,500 per annum + (dependent on experience)
Location	Kingdom Preschool & Nursery, Whitfield, Dover, Kent
Contract	Permanent
Start date	As soon as possible

About Us

Kingdom Preschool is a full daycare nursery school providing excellent, affordable childcare for children aged between 3 months and 5 years. To our team, families and children, we are not just a nursery – we are a not-for-profit, Christian organisation and a small community that offers so much more. From our gorgeous nursery rooms to our all-weather, fully accredited Forest School nestled in our very own woods, and a commercial kitchen with an in-house chef preparing freshly cooked meals, we offer a truly exceptional environment and behind every muddy welly and woodland story is a brilliant office team keeping everything running smoothly. If you would like to be part of this special place, we would love to hear from you!

The Role

We are looking for an experienced Nursery Administrator / Administration Assistant to join our busy office team five days a week. This is a genuinely exciting opportunity, and a role that could progress to future leadership. We are a large setting with 200+ children on role, we have a business manager who looks after the financial responsibility of the nursery business as a whole, managing a small team. We also have a part time receptionist and administrator. However, we are looking for someone who already has knowledge of the KCC funding entitlements, funding loop, headcount claims and parent portal applications (Family etc.). Knowledge of Xero, Excel and other Microsoft Office applications would be also desired.

Key Responsibilities

- Managing day-to-day nursery administration, including enquiries, new admission registrations and waiting lists, along with show rounds and customer relations.

- Administering government funding claims (15/30 hours, 2-year-old funding) and headcount submissions
- Maintaining and updating our parent database and nursery management system with accuracy and confidentiality
- Processing invoices, fee accounts and funded hours reconciliation
- Supporting parents with account, funding and booking queries — warmly and professionally
- Collating Staff timesheets and submitting hours for payroll.
- Maintaining accurate children's records in line with statutory and Ofsted requirements
- Supporting the leadership team with reports, correspondence and general office duties
- Entry level booking keeping and accounts.
- Progressively taking on senior administrative responsibilities as part of your development pathway

What We're Looking For

Essential:

- Proven experience as a nursery administrator (or in a similar early years administration role)
- Working knowledge of early years funding — including funded entitlements, headcounts and claims
- Experience using parent database / nursery management systems
- Excellent organisational skills, accuracy and attention to detail
- A warm, professional manner with parents, staff and visitors
- Confidence with IT, including Microsoft Office
- Discretion and a strong understanding of confidentiality and data protection

Desirable:

- Experience of invoicing and fee account management
- Knowledge of Ofsted record-keeping requirements
- An interest in growing into a senior administrative leadership role

What We Offer

- A structured training and development pathway towards a senior administrator role
- A supportive, values-led team in a unique Forest School environment
- Good starting salary with opportunity to increase and earn bonus Loyalty bonus (including extra holidays)
- Opportunities for career advancement for those keen to embrace responsibility
- Valued support, training and mentoring from a great management team
- A team of supportive and dedicated colleagues around you
- Free uniform
- Paid paperwork time, away from ratio
- Regular, paid-for staff social events
- A lovely working environment in a team that feels like a family

- Plenty of career development opportunities and the chance to train further
- Free on-site parking
- Competitive company benefits, including a company pension and a health & wellbeing programme with access to the BUPA mental health support scheme

Our Values

Our company has been established on Biblical foundations. Praying with staff and children each day, singing worship songs and reading Bible stories is part of who we are. Whilst this position would therefore be perfect for a committed Christian, this is by no means mandatory – we would consider any applicant willing to uphold our values and demonstrate our beliefs, in line with our company's constitution.

We really care about our staff team. Come and see what we mean – you will notice the difference from the moment you walk in.

Safeguarding

We are committed to safeguarding, so all positions within our company are subject to our safer recruitment policy. This will require references, DBS checks and proven, relevant qualifications. You will also be required to sign up to the DBS Update Service.

How to Apply

To apply, please send your CV and a short covering letter telling us about your administration experience to Jennifer Jarman, Business manager accounts@kingdomschool.org.uk. Or call 01304822226 for an informal chat about the role. We look forward to hearing from you!



Kingdom Preschool & Nursery • Whitfield, Dover • We are an equal opportunities employer