

NURSERY ADMINISTRATOR LEVEL 3

					
Blended learning	Course duration 15 months (18 months with Apprenticeship Assessment)	EPA Organisation Training Qualifications UK	Training time Approx. 30 sessions	Funded learning Funded via the Apprenticeship Levy	Apprenticeship level 3

OVERVIEW

Nursery Administrators play a vital role in ensuring the smooth day-to-day running of early years settings. They provide essential administrative and organisational support, helping the nursery operate efficiently while contributing to a safe, welcoming, and professional environment for children, families, and staff.

Responsibilities include managing records, correspondence, and communication with parents, carers, and external agencies, as well as supporting financial and operational processes such as invoicing, scheduling, and compliance with statutory requirements.

Nursery Administrators act as a key point of contact for families and staff, demonstrating professionalism, discretion, and excellent organisational skills. They help maintain high standards of service, ensure adherence to policies and procedures, and contribute to the overall quality and reputation of the setting.

WHAT TO EXPECT

- As an apprentice, you will have approximately 30 educator sessions throughout the duration of your apprenticeship.
- Our educators have many years of experience in a childcare setting giving them the knowledge to support you every step of the way.
- You will see your educator every 3 weeks for your online sessions. These appointments provide the opportunity to discuss progress, assign tasks and prepare you for your apprenticeship assessment.
- There are 5 mandatory day courses that you must attend as part of your apprenticeship. The topics are:
 - The organisation.
 - Stakeholders and the environment.
 - Regulations and policies.
 - Business fundamentals and policies.
 - Project management and the knowledge test.

ENTRY REQUIREMENTS

Individual employers may set their own entry requirements. The candidate must already be employed for over 16 hours per week.

- If a candidate is 16-18 they must have achieved maths and English at Level 2 prior to completion of the course. This is something that can be completed with us if needed.
- If a candidate is 19+ and hasn't achieved in Maths and English GCSE before enrolling, it is up to the employer to decide whether these qualifications should be attempted.
- The candidate must be employed in a suitable role.

TYPICAL JOB ROLES

- Nursery Administrator
- Early Years Administrator
- Childcare Administrator
- Nursery Receptionist
- Administration Officer – Early Years Setting

COURSE CONTENT

Understanding the Organisation & Compliance

Understand the structure and purpose of the nursery, the roles of stakeholders, external environmental factors, relevant regulations, and organisational policies to support effective operations.

Business Processes & Fundamentals

Apply knowledge of business processes, planning, and organisational principles to support smooth day-to-day administration and operational efficiency.

IT, Record Keeping & Communication

Use IT systems effectively to produce, maintain, and manage accurate records and documentation, and communicate professionally with colleagues, parents, carers, and external agencies.

Decision-Making & Project Management

Develop skills in decision-making, prioritising tasks, managing projects, and maintaining quality standards to support the nursery's objectives.

Professionalism & Personal Development

Demonstrate professional behaviours, adaptability, responsibility, and personal qualities while managing performance, collaborating with others, and contributing positively to the workplace.

EMPLOYER & LEARNER SATISFACTION

97%

of Apprentices would recommend us*

99%

of Employers would recommend us*

APPRENTICESHIP ASSESSMENT

The Apprenticeship Assessment includes:

- A 30-45 minute interview supported by a portfolio of evidence.
- A 10-15 minute presentation with a further 10-15 minutes for Q&A.
- A 60 minute knowledge test.

YOUR COMPLETE CAREER PATHWAY

Nursery
Administrator
Level 3



Nursery
Team Leader
Level 3

“I REALLY ENJOYED MY DAY COURSES WITH DURING MY APPRENTICESHIP, THEY WERE VERY INFORMATIVE, AND ALL APPRENTICES HAD THE OPPORTUNITY TO ASK LOTS OF QUESTIONS”

