



Vacancy: Nursery Administrator

(This is an all-year round position and not term time only)

Hours of work: 2.00pm – 6.00pm Tuesday, 8.00am – 6.00pm, Wednesday, Thursday, and Friday.

We are looking for an enthusiastic and organised individual to join our friendly team.

We are looking for someone with strong IT skills (Word, Excel and Sage), good communication skills and a warm, welcoming personality.

You will have a good knowledge of administrative systems and able to provide administrative and reception duties under the direction of the Nursery Manager, enabling the smooth running of the Nursery.

For a copy of the Job Description or for further information, please contact **Tina** on 01223 472018 or email office@sawstonnursery.org

We are an equal opportunities employer promoting value and respect whilst embracing diversity. However, due to the nature of the role the successful applicant must be able to undertake and provide a clear enhanced DBS check and satisfactory referencing.

Salary for the post will be dependent on knowledge and experience.

Benefits:

- Cycle to work scheme
- Free on-site parking
- Sick pay
- Generous holiday allowance
- Staff uniform provided