

Name of Company	NORTH STAR NURSERY LTD
Address Line 1	POLARIS HOUSE
Address Line 2	NORTH STAR AVE
Town	SWINDON
Postcode	SN2 1FL
Employer Telephone Number	01793 411994
Childcare setting website	www.northstarnursery.co.uk
Type of Business	Full day care and holiday club
Number of Employees	22
Disability symbol user	no
Contact details of the person handling this application within the business	
Title	Ms
First Name	Julie
Last Name	Jones
Position	Nursery Manager
Email Address	info@northstarnursery.co.uk
About the Vacancy	
Job Title	Nursery Office Administrator
Number Required	1
Wage Details	TBC with successful candidate, with regard to qualification, experience and age NMW or NLW as minimum starting rate (pay increase following successful completion of probation period)
Actual days and hours to be worked	Between 15 and 18 hours per week. Current work pattern is Mon, Wed and Fri mornings 8am till 1pm 22 days annual leave (pro rata) plus bank holidays and privilege days.
Duration	One year initially
About the job	<p>Must have relevant experience (minimum of three years) and hold a relevant qualification in administration skills (with Maths and English grade C O level, 1 CSE, 4 GCSE).</p> <p>Must have experience of working with Microsoft Office - Word and Excel and other online portals.</p> <p>Must have a clear DBS (Disclosure & Barring Service) for this post. (A DBS check will be undertaken prior to appointment)</p> <p>Have or be willing to work towards a recognised First Aid Qualification Additional Health and Safety and Child Protection Training will be available</p>

	<p>in-house.</p> <p>The role includes: -</p> <p>The Nursery Office Administrator will provide administrative support to a small but busy nursery office having a wide range of duties including liaising with clients, maintaining personal records, updating documents, entering data, answering and filtering telephone communications, sending emails and collecting post.</p> <p>This role will support:</p> <ul style="list-style-type: none"> · parents and children by responding to queries, ensuring records are accurate and updated as necessary and maintaining filing systems so information can be easily accessed, ensuring confidentiality at all times · new clients by providing new starter documentation, recording completed information accurately and responding to information requests · practitioners by generating children’s records for them to complete, be involved in the typing of such records for sharing with other professionals, and in helping to find information to support their childcare activities, teaching and learning resources · the nursery business by supporting senior staff with invoicing, recording payments received, maintaining the policy review schedule and compiling end of year documentation in line with GDPR retention guidance. <p>The Nursery Office Administrator will be responsible to the Senior Nursery Nurse, Deputy Manager and ultimately the Nursery Manager. This is a key role in supporting the needs of clients and their involvement in the nursery and in promoting and developing a welcoming atmosphere for all children, staff, parents and visitors.</p> <p>Full job description available on request</p>
<p>Safer Recruitment Statement</p>	<p>North Star Nursery Ltd is committed to supporting the wellbeing and safeguarding of all children and young people in their care and expects all employees to have high regard for this throughout their working practice and personal ethos.</p> <p>This post requires a Clear Enhanced DBS and suitable references prior to starting. Background checks and an enhanced DBS will be required.</p> <p>This post is exempt from the Rehabilitation of Offenders Act 1974.</p>
<p>How does the employer wish people to request an application form?</p>	<ul style="list-style-type: none"> • E-mail the employer for application form- C.V’s are not accepted • Visit website
<p>Closing date for applications</p>	<p>16th August 2021 for late August start.</p>