



PARKLANDS NURSERY SCHOOL

Appointment of a term time only part-time Receptionist/Admin Assistant

Fixed Term Contract to 31 March 2022 – September 2021 start

Due to our Receptionist/Administration Assistant leaving this term, we are looking to appoint an efficient and effective Receptionist/Admin Assistant to be part of the committed and enthusiastic team at Parklands Nursery School.

This position is for 10 hours per week on a fixed term basis from 2nd September to 31 March 2022.

After a year of collaborative working with two other nursery schools in Northamptonshire, Parklands Nursery School formed a federation of three schools in February 2021, known as Foundations for Children Nursery Schools Federation. The federation has one governing board and comprises Parklands Nursery School in Northampton plus Croyland Nursery School and Highfield Nursery School in Wellingborough. In May 2021 the governing board agreed to explore extending the federation to Camrose Early Years Centre in Northampton, which is currently under consultation.

One of the key priorities for the successful candidate will be to support the effective and efficient service provided by the admin team to all stakeholders; (i.e. families, staff and visitors). Parklands Playgroup also runs on the site of the nursery school and the successful candidate will provide reception and admin services as appropriate across the two settings.

The successful candidate:

- is smartly presented, professional with a positive approach.*
- has excellent communication skills, both face to face and in writing.*
- is proactive and can use own initiative in looking for ways to continually improve the administration function.*

We can offer you:

- the opportunity to work in a positive and supportive environment.*

- *training on the use of our systems.*
- *varied tasks.*

For additional information on our school please visit <http://parklandsnurseryschool.co.uk/>

Visits to our school are encouraged. We will try to accommodate the most convenient time to interested candidates. To arrange a visit please contact the school office on 01604 642118 or email bursar@parklands-nur.northants-ecl.gov.uk.

Closing date for applications is 5pm, Wednesday 30th June 2021

Interviews expected w/b 5th July 2021.