

## **Part-time/temporary ADMIN ASSISTANT**

### **18 hours per week**

Kingdom Preschool is an established full day care nursery school setting in Whitfield, Dover. We are a not for profit, Christian organisation that provides excellent, affordable childcare between the ages of 3 months and 5 years. Set in its own grounds, we think of ourselves as a small community for our children, families and team that offers an amazing outdoor space - complete with all-weather, fully accredited forest school - plus comfortable stylish rooms and our very own commercial kitchen and in-house chef!

We are now looking for an experienced administrator to assist in our busy management office, dealing with the day-to-day administration of our large nursery family. This is a temporary post that is available immediately until the end of July 2022. The hours we would be looking for are 9-3, Mon- Wed. If you have a proven track record in administration, can think on your feet and operate in a busy environment then we want to hear from you.

We offer:

- A competitive salary,
- On-site free parking;
- Refreshments provided;
- Lovely staff room;
- A lovely working environment;
- A family feel team.

Our company has been established on Biblical foundations; whilst the position would therefore be perfect for a committed Christian, this is by no means mandatory, and we would consider any applicant willing to uphold our values and demonstrate our beliefs, in line with our company's constitution.

We are committed to safeguarding so all positions within our company are subject to our safer recruitment policy and will require references, DBS checks and proven, relevant qualifications. You will also be required to sign up to the DBS update service. In the first instance, please email your CV and covering letter.

**In the first instance, please email your CV and covering letter, stating why you would be ideal for this position and what full and relevant qualifications you hold. Successful candidates will be contacted to fill in an application form and be invited for a first interview.**

**Email: [becca@kingdompreschool.org.uk](mailto:becca@kingdompreschool.org.uk)**

