

## **After-school Receptionist**

**Weekdays 3.30pm – 6pm**

**Salary: Age 18-20: £8.90 per hour; 21 and over: £11.75 per hour**

### **Our preschool**

Kingdom Preschool in Whitfield, near Dover, is a full day care nursery school providing fantastic, affordable childcare between the ages of 3 months and 5 years. Established in 2016, the setting is unrivalled locally, boasting bright, individual rooms that are not only beautifully – and functionally – designed, but also equipped with all the age-appropriate resources a baby or toddler could ever need for play, development and learning.

Alongside our safe and spacious outdoor areas, which are perfect for exploration, physical activities or quiet reflection, we also offer children the all-year-round use of our fully accredited forest school, which is nestled in our very own woods directly behind the main building.

And the icing on the cake (literally 😊) are our fantastic in-house chefs, who prepare us all delicious and freshly cooked meals in the on-site professional kitchen.

If you feel that you would like to be part of this exceptional nursery environment, then we would love to hear from you!

### **The opportunity**

If you love being around young children and are organised and friendly, then we need you for this important part-time role here at Kingdom Preschool!

As our after-school receptionist, you will be a vital member of our reception team, as you will be the welcoming face for parents as they come to collect their children as well as for team members as they wrap up their day, ensuring the safe handover of their charges to their parents or guardians, and preparing for the day or week ahead.

Key responsibilities of this role include:

- Greeting and assisting parents, children, and visitors in a friendly manner
- Managing phone calls and emails, answering enquiries and directing them as needed
- Handling any end-of-day administrative tasks
- Assisting with organising evening materials and preparing for the following day

### **Required qualifications**

To be successful in this role you will need to:

- Possess excellent communication and organisational skills
- Demonstrate the ability to multitask in a busy environment
- Have a friendly, willing and can-do attitude

Previous experience in a school, childcare, or front-desk role would be helpful but all applications will be considered

### **Team benefits**

Our team members are important to us, and each receive the following when they join the Kingdom family:

- A competitive salary
- Up to 5 extra days holiday a year
- Loyalty bonus
- Opportunities for training and career advancement for those keen to embrace responsibility
- Valued support, training and mentoring from a great management team
- A team of supportive and dedicated colleagues, providing a safe and friendly working environment that feels like a family
- Uniform provided by us
- Regular (paid for) staff social events
- Free on-site parking
- Competitive company benefits including company pension and health & wellbeing programme which includes access to BUPA mental health support scheme

### **Company ethos**

Our not-for-profit company promotes a loving and caring faith ethos for all. It has been established on Biblical foundations; praying with staff and children each day, singing worship songs, and reading bible stories is part of who we are. Whilst the position would therefore be perfect for a committed Christian, this is by no means mandatory, and we would like to hear from any applicant willing to uphold our values and demonstrate our beliefs, in line with our company's constitution.

### **How to apply**

In the first instance, please email your CV to Laura Rigden at [laura@kingdompreschool.org.uk](mailto:laura@kingdompreschool.org.uk) stating in the email why you would be ideal for this position and what full and relevant qualifications you hold.

Please note that successful candidates will be contacted for an initial interview and viewing of the setting, so please also let us know of your availability for this when you apply.

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.