**HOME FARM CHILDREN’S NURSERY**

25 hours per week (flexible)

£10.24 per hour

We are looking to appoint a committed and experienced administrator with excellent organisational skills who is able to work as part of a team, be adaptable and work on their own initiative as necessary, providing effective administrative support. You will be confident in being the central communication point for the Nursery, its staff, parents/carers and our children.

Excellent ICT, communication and interpersonal skills as well as attention to detail and accuracy are essential along with an understanding of the need to be confidential.

We are based at Homewood School in Tenterden and are part of Tenterden Schools Trust.

To join our Staff Team, application packs are available from tenterden-schools-trust.com alternatively please email vacancies@homewood.kent.sch.uk.

Closing date for applications: however early applications are encouraged as we review applications as we receive them.

*We are an equal opportunities employer and welcome applications from all members of the community. Home Farm Childrens Nursery is committed to safeguarding and promoting the welfare of children and young people and expects all employees to share this commitment. The successful candidate will be asked to apply for an Enhanced DBS Disclosure.*