

Based primarily at Colleges Nursery School,  
The Centre, Campkin Road, Cambridge CB4 2LD

### Administrative Assistant

We are seeking to appoint a friendly, efficient and pro-active Administrative Assistant for our busy nursery school.

Part time : 27 hrs per week 8.30am – 4.00pm 4 days (term time only)

Pay range: SCP Scale 5-7 depending on experience

We can offer:

- A friendly environment where everyone is respected and valued
- An ethos of team work and collaboration
- A supportive and lively team
- A commitment to professional and personal development

We are looking for:

- The ability to work well with other staff members
- Previous administrative experience & excellent IT skills
- Excellent communication and interpersonal skills
- Someone who is well motivated and approachable with a positive attitude
- Be able to plan and prioritise workload and demonstrate excellent organisational skills
- Someone with commitment, enthusiasm, flexibility and a sense of humour
- Someone who will maintain and promote the caring, positive ethos of the school

Further details and an application pack are available on request. Please email [office@brunswick.cambs.sch.uk](mailto:office@brunswick.cambs.sch.uk) or telephone 01223 508790

**Closing Date:** Friday 1 July 2022 at 12 noon

Interviews to be held on Tuesday 5 July 2022

We are committed to safeguarding and promoting the welfare of our children and expect all staff to share this commitment. All posts are subject to pre-employment checks, references will be sought and successful candidates will need to undertake an enhanced DBS check.

We are an equal opportunities organisation which welcomes applications from all sections of the community.