



Administrator Happy Days Swindon



Happy Days Nurseries has 18 settings across Cornwall, Devon and Bristol and will be opening a new setting in Swindon.

Working 20 hours per week we are looking for an experienced Administrator to join the new nursery team. However we are looking for someone that would be prepared to increase their hours due to demand of the nursery.

Reporting to the Nursery Manager you will be involved in all aspects of the nurseries administration, while providing high quality customer service. You will deal with customer enquiries in person and on the telephone, you will ensure nursery paper work is completed where appropriate and liaise with our Support Centre on a regular basis.

Previous reception or Office work is essential and working in an education environment desirable although full training will be provided.

In return, Happy Days offers a great reward package including discounted childcare, free uniform for new starters and extensive personal development, including training. Competitive salary offered.

If you are interested in applying, please send your CV, stating clearly that you are interested in the **Administrator position in Swindon** to Asha at hradmin@happydaysnurseries.com

Alternatively telephone Asha on 07734 384 546 for an informal discussion.

Please note that application can be made by CV, but we will always require an Application Form to be completed during the recruitment process.

"Happy Days, Committed to safer recruitment"



Happy Days
Where Children Shine