



Administrator

Happy Days Playbox, Truro



Working 12 hours per week we are looking for an experienced administrator to join the team at Playbox.

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 competitive salary, discounted childcare, free uniform for new starters, paid breaks and extensive personal development, including training.

If you are interested in applying please send your CV, stating clearly the reference number 1144 to Asha at hadmin@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