

Springfield Day Nurseries Ltd.  
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[www.sdn-uk.com](http://www.sdn-uk.com)



## Job vacancy

# Office Administrator

£ - Exceeds National Minimum Wage

We have an exciting vacancy in our Head Office at our West End nursery, Colwyn Bay. Our Head Office team oversee all operational processes that keep all our nursery settings running at the high standard our customers expect.

We are looking for a cheerful, enthusiastic person to join our team and provide administrative support to the nursery operations, marketing, accounts and human resources functions.

Ideally, the successful candidate will have previous experience working in a busy office environment. Although the office hours are 8.30 am to 5.00 pm, five days per week, Monday to Friday, we can consider a part-time option for the right candidate.

As all our employees are required to provide support in the nursery, you will either need to be DBS certified or clear a DBS check before your start date to do this.

The primary duties of the role holder will be answering inquiries, filing, scanning, telephone work, sending company correspondence, promoting the company and events via social media and other office admin. Knowledge of Canva, Tiktok, Facebook marketing, or similar would be advantageous.

You will receive:

- a **20% discount** on your childcare fees,
- **four weeks' annual leave** and bank holidays, including an early shutdown on Christmas and New Years Eve,
- a **long service holiday** award,
- a **gift** on your birthday,
- on-the-job **perks** such as **free lunches** and **annual events**,
- contributory **pension** scheme,
- recognition **awards**, and
- **50% discount** on our partner driving instructor for lessons.

Please note that we would prefer our staff to be fully vaccinated against COVID-19.

The closing date for all applications will be Wednesday, 31st August 2022.

Please apply by email to [hazel.warhurst@sdn-uk.com](mailto:hazel.warhurst@sdn-uk.com) sending your CV and a covering letter.

Springfield have a policy of no visible tattoos or facial piercings, sorry.