



## Hazelwood School

Nursery and Early Years

Hazelwood School Nursery and Early years is an exceptional setting, catering for children aged 6 months to 5 years old. We are looking for an enthusiastic, committed individual to join our office team.

### **Early Years Admin Assistant**

The position is part time – 5 mornings a week – all year round. The successful candidate will have excellent interpersonal and organisational skills, will be computer literate, particularly with Microsoft Office and will be used to working in a very busy office environment. Experience in a school office would be an advantage however, the ability to work efficiently, flexibly and cheerfully is of paramount importance.

Hours of work are 8am to 1pm Monday to Friday for 52 weeks of the year, with 6 weeks paid holiday per annum. Alongside a commitment to professional development, we offer a competitive salary, staff lunches and a pension scheme.

Please contact Vicki Rhind, Assistant Bursar at HNEY on [earlyyearsasstbursar@hazelwoodschool.com](mailto:earlyyearsasstbursar@hazelwoodschool.com) to receive an application pack or visit our website [www.hazelwoodschool.co.uk](http://www.hazelwoodschool.co.uk) to download an application form.

Closing date: Monday 2<sup>nd</sup> October 2017

*Hazelwood School is committed to Child Protection. As such, the successful candidate will be required to obtain an enhanced DBS Certificate (formerly CRB) through Hazelwood, prior to starting work.*