

## Nursery Office Manager - Maternity Cover from July 2024

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Company: Storal

Location: Matlock

Category: other-general

### Nursery Office Manager - Maternity Cover

Woodville Nursery School by Storal

Derbyshire, Woodville, DE11 7EF

Nursery Office Manager

### Full Time, 40 Hours per week, Monday to Friday, Available from July 2024

Spacious and with large outdoor areas, our wonderful Woodville Nursery School is rated 'Outstanding' by Ofsted. We are looking for a passionate and ambitious Office Manager who is interested in improving outcomes for children, and is now looking to be in a more administrative role, supporting the running of the nursery with both front of house and office duties.

This nursery is part of Storal, a group of nurseries across England. It is our vision to be the nursery group that every family and educator wants to be part of. Our values are built around creating this environment for teams and children. We believe in high standards, praising each other, pulling together as a team whilst actively helping others to grow and that's only the beginning of the story. We do what we say we do and if you align with this approach, then a Storal nursery is the place for you.

#### About the job:

Working collaboratively with the Nursery Manager to assist the successful running of the nursery

Working as part of a passionate team to further develop existing organization and IT skills

Interacting with parents on a daily basis including delivering a superb experience for both current and prospective families

Supporting the enquiry management process including nursery tours

Responsible for the domestic staff team and ensuring compliance around COSHH and Environmental Health Inspections

Managing staff ratios effectively

**About you:**

Excellent knowledge and understanding of IT systems

Strong organisational skills

Experience of working in a similar administrative role, preferably in an early years or school setting

Understandings the importance of safeguarding

Excellent communication skills

**What we can offer you:**

**Salary:**From £25,480 - £29,390.40 - based on experience and qualifications

50% childcare discount

Annual wellness day off

Company sick pay

Access to retail and other discounts through Perkbox

Holidays increasing to 22 days after 2 years service and 25 days after 5 years service

Performance related bonuses

Dedicated learning and development support

Access to one-to-one confidential counselling sessions through our Employee Assistance

## Programme

Storal is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All employees will be subject to background checks, enhanced DBS checks and reference checks.

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