

Temporary Administrative Assistant

Full Time (8:00 – 17:00)

The Kindergartens are a successful, well established and growing group of nursery schools situated in Central and South West London.

Our passion for education and the children in our care is at the heart of everything we do.

Our ambition is to consistently deliver an outstanding nursery school education and to provide a professional and first rate service to our parents.

An exciting opportunity has arisen to join our hardworking and busy administrative team in our Head Office in Clapham Junction.

Your key responsibilities will range from helping to manage the admissions procedure for all our kindergartens to providing administrative support to the Vice Principal and office team. You will need to be highly organised with an outstanding telephone manner and attention to detail, a willingness to be flexible and work as part of a team and the ability to get on with people.

Key responsibilities:

Dealing with telephone and email enquiries

Preparing and sending letters and emails to parents

Managing Admissions paperwork

Administrative support for the Vice Principal, office staff and kindergarten Head Teachers

Required skills:

Excellent telephone manner

Highly organised with a methodical and structured approach to work

Ability to use initiative

Good attention to detail

Strong interpersonal and team skills

Working knowledge of MS Office including Outlook, Word and Excel

If you are interested in the opportunity to join our team please send your CV and a covering letter to human.resources@thekindergartens.co.uk

To discover more about us see our website at www.thekindergartens.com