



**Manningham Community  
Nursery Schools  
Federation**

**1 x School Administrator Level 3 (Based at Abbey Green Nursery School)**

32.5 hours per week, Term Time plus 3 days, Band6/7, Permanent

Monday to Friday 8:30am – 3:30pm

**1 x School Administrator Level 3 (Based at Midland Road Nursery School)**

37 hours per week, Term Time plus 3 days, Band 6/7, Permanent

Monday, Wednesday, Thursday, Friday 8am – 4pm  
Tuesday 8:30am – 4pm

At Manningham Community Nursery Schools Federation, we provide care and education for children from 2 to 5 years. We have a highly experienced, professional staff team across the organisation. We provide designated Early Years Enhanced Specialist Provision, supporting children with special educational needs and/or disabilities to achieve the very best they can. We have an exciting opportunity for the right candidates to join our highly successful, outstanding schools.

We are looking to recruit an enthusiastic and self-motivated individual to work in our very busy Nursery School office. You will support the Head Teacher and Business Manager with the day to day running of school administration and work as part of the office team to provide an outstanding level of administrative support to the school.

**School Administrator - the ideal candidate will:**

- have a high level of communication skills and be able to relate positively to children and adults
- have a sound working knowledge of Microsoft Office 365
- have an excellent telephone manner
- be able to work on their own initiative and to a high level of accuracy
- be able to prioritise workload, ensuring safeguarding processes and attendance are at the forefront of workload
- have good organisational skills and work well under pressure
- have a sound knowledge of and some experience in financial management systems
- have strong experience and up to date skills in the use of excel, csv files and data input
- have some experience of school management systems, such as Arbor
- be adaptable and flexible and have a positive attitude towards unexpected change
- have knowledge of Keeping Children Safe in Education
- be fully committed to the ethos and values of Manningham Community Nursery Schools Federation

A strong working knowledge of school management systems, finance packages and safeguarding systems would be an advantage, but training will be provided for the right candidate.

Candidates will be required to provide general administrative support including reception duties, typing, filing, photocopying, laminating, answering the telephone and face to face enquiries from parents/carers, visitors and outside agencies.

Interested applicants are invited to visit the school – please contact Sara Earnshaw 01274 546492 or e-mail [sara.earnshaw@midlandroad.co.uk](mailto:sara.earnshaw@midlandroad.co.uk) to arrange an appointment.

**Closing Date: Tuesday 1<sup>st</sup> April 2025**

**Interviews: Thursday 3<sup>rd</sup> April 2025**

*We are committed to safeguarding and promoting the welfare of children. The successful applicant must have suitable references and a clear Enhanced DBS check. You can read our safeguarding policy on our websites. [www.midlandroadnursery.org.uk](http://www.midlandroadnursery.org.uk) or [www.abbeygreen.org](http://www.abbeygreen.org)*

*To apply please visit <https://prospectsonline.co.uk/job-search>*

*Proof of eligibility to work in the UK is required. All candidates selected for interview will undergo a social media check.*

*Please note: CV's are not accepted for these posts.*