

Clowns Nursery is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Job Details

- Job Type: Full Time, Permanent
- Hours: Monday to Friday (9:30am – 6:00pm)
- Salary: Up to £35,000, subject to qualifications and experience
- Start Date: September 2025
- Set holidays: 6 workdays at Christmas, 4 workdays at Easter, 10 workdays in August and bank holidays

Job Overview

We are seeking a highly effective, proactive and personable Administrator to join our long-standing team. The ideal candidate will demonstrate initiative, attention to detail, and a commitment to excellence. They will be efficient, reliable, and able to plan their time effectively while maintaining high standards across all administrative tasks.

Strong organisational, multitasking, and time management skills are essential. A good level of IT proficiency is also required. Previous administrative experience, ideally within an educational setting, is highly desirable.

Key Responsibilities

- Ensure administrative and clerical tasks are organised, efficient, and completed in a timely manner to support the smooth daily operation of the nursery.
- Produce a range of administrative and clerical paperwork to a high standard of accuracy.
- Support the Operations Manager in maintaining and updating the nursery's policies and procedures.
- Assist with the admissions process, including maintaining Excel spreadsheets, mail-merging letters, and inputting data into the Nursery Management Software.
- Maintain accurate and up-to-date child records, including attendance, contact details, permissions, dietary requirements, and health information, within the Nursery Management Software and Excel spreadsheets.
- Proofread and distribute documents such as letters to parents, school reports, two-year progress checks.
- Support the Deputy Head with the administration of two-year progress checks.
- Draft and distribute notices, reminders and letters to parents in a timely and professional manner.
- Manage the main office mailbox, calendar, and diary, responding to admissions enquiries, showaround requests, dietary updates, and meeting bookings.

HR Responsibilities

- Assist in maintaining the Single Central Register and staff profiles within the Nursery Management Software.
- Support the onboarding process for new staff, including conducting DBS checks and completing all required paperwork.
- Maintain up-to-date staff records, including qualifications, training logs, and absence records.

General Responsibilities

- Demonstrate high professional standards of attendance, punctuality, appearance, and conduct.
- Foster courteous and professional relationships with parents and colleagues.
- Adhere to confidentiality and information-sharing protocols, ensuring all records and archiving systems comply with the Data Protection Act 2018.
- Attend all INSET days, staff meetings, and nursery events outside normal working hours, as required.
- Comply with all nursery policies and procedures at all times.
- **Maintain a strong commitment to safeguarding and promoting the welfare of children.**

Person Specification

The ideal candidate will:

- Have a warm, personable, and professional manner, coupled with a strong work ethic.
- Demonstrate first-class organisational and administrative skills, with the ability to remain calm under pressure, meet tight deadlines, and approach tasks systematically.

- Be reliable, adaptable, and have a keen eye for detail.
- Take a proactive approach to planning and prioritising work, using initiative appropriately.
- Be a person of integrity, honesty, energy, and enthusiasm, with the stamina to manage a high workload and juggle multiple competing priorities.
- Communicate confidently and professionally in both written and verbal forms.
- Demonstrate a strong ability to retain and recall important information, and to take ownership of tasks.
- Show a willingness to self-evaluate and actively seek learning and development opportunities.
- Handle sensitive situations with tact, diplomacy, and the utmost respect for confidentiality.

Essential Requirements for the Role

- A further education qualification in secretarial skills or administration is preferred.
- Proficiency in Microsoft 365 applications, including Word, Excel, Outlook, and Teams, for documentation, communication, and collaboration.
- Proven experience using information management and IT systems as a core part of previous roles.
- A registered DBS certificate on the update service, or the necessary documentation to make an application.

About Us

[Clowns Nursery Manor House Pre-School](#) is an exceptional, independent childcare provider located in a beautiful setting opposite Golders Hill Park and Hampstead Heath.

Our vision and ethos at Clowns is to develop the right mindset in our children. We believe in fostering a growth mindset to enable children to develop the skills they need to become confident, life-long learners who go on to lead successful, happy lives.

What We Offer

- Enrolment in the Royal London Workplace Pension Scheme.
- Excellent transport links by road, bus, and rail, with close proximity to the Northern Line.
- Access to professional development opportunities, including 5 full days of bespoke training each year tailored to our vision, ethos, and nursery initiatives.
- A strong commitment to wellbeing, including access to staff wellbeing workshops led by our dedicated Wellbeing Lead.
- A beautiful and inspiring working environment, situated opposite Golders Hill park.
- A highly supportive Head and an experienced, fun, and supportive long-standing staffing team.

How to Apply

Click [here](#) to download the application form and visit our website to learn more about our ethos and pedagogy.

Please note that we do not accept CVs as a standalone application, but you may include a CV alongside your completed form.

Please email your completed application to Dudzai Pswarayi (dudzai@clownsnursery.co.uk) and Natalie Landy (natalie@clownsnursery.co.uk).

Applicants must have or be willing to complete an Enhanced DBS check and provide two references, one of whom must be your current / most recent employer.

Shortlisted applicants will be invited to a 10-minute initial Zoom meeting. Successful candidates will then be invited for a formal interview and a trial morning at the nursery.

Application deadline: Monday 30th June 2025

We may appoint before the closing date, so early applications are encouraged.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and always ensure compliance with the school's Safeguarding and Child Protection policy.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the manager. The post holder must possess an enhanced DBS check.