

## Pre-School Administrator/Payroll Officer

Up to 13 hours per week, flexible hours based at home/pre-school  
Salary dependent on qualifications and experience



Windmill Pre-School, in Ivinghoe, requires a friendly, efficient and well-organised Administrator/Payroll Officer.

This role is integral to the running of the pre-school and has a wide range of both financial and administrative tasks providing a varied outlook to your work. The administrator reports to the Management Committee with duties including day-to-day administration, production of regular financial reports, payment of staff wages and liaison with parents, ensuring that confidentiality is always maintained. There is also a requirement to attend the Pre-School Management Committee meeting once a month.

Proficiency in Excel, 12pay, and an understanding of basic accountancy practices will be advantageous but not essential.

We regard the safeguarding of children as our main priority and this is reflected in all aspects of our provision. All applicants will require references. The successful applicant will also require an enhanced DBS check.

Windmill Pre-School is a registered charity and currently has 65 children on the roll, aged between 2 and 4 years, and eleven members of staff. Windmill Pre-school is a busy, happy environment, where children “thrive in the caring atmosphere that staff have created”\* while learning about the world around them through play.

A cover letter, together with your CV, should be sent to:

Emma Newman, Co-Chair, Voluntary Management Committee  
chair@windmillpreschool.co.uk

**Deadline for applications is Wednesday 19<sup>th</sup> October 2016,  
Interviews will be held in the evenings, week commencing 24<sup>th</sup> October**

Windmill Pre-School, Pre-School Building, Brookmead School Site, High Street, Ivinghoe, Beds, LU7 9EX

\* Ofsted Inspection, January 2016