

Job Title	Administrative Officer - Personnel
Nursery / Team	Dosthill Nursery and Care Club
Grade	Grade 4 SCP 6
Salary	£13,518 per annum
Permanent / Temporary Contract	Permanent
Full / Part Time	Part Time
Contract Type	Term time only
Days of Work	3 days per week Term Time plus 5 additional training days
Hours of Work	22.5 hours per week 9.00 am to 4.30 pm with ½ hour unpaid break
Start Date	1 st September 2026

Join Our Pride, Our Joy Nursery and Care Club

Position: Administrative Officer - Personnel
Location: Dosthill Nursery and Care Club
Closing Date: Friday, 10th July 2026
Interview: week commencing 13th July 2026

We would like to appoint an Administrative Officer who will undertake human resources, administrative and organisational processes and at the same time provide support to the Regional Manager and the Directors of Our Pride Our Joy.

At Our Pride Our Joy, we are proud of our inclusive provision and nurturing environment where all children thrive, and staff are supported through tailored professional development opportunities. We believe in limitless possibilities for every child—and for every member of our team. You will be part of a fantastic, supportive and happy team who works closely together.

What We're Looking For

In addition to fulfilling the Person Specification, the successful candidate will:

- Have knowledge of Business Administration
- Have experience of working in a school/academy/multi academy trust setting (desirable).
- Be a motivated individual with the ability to work on own initiative.
- Ability to identify work priorities and manage own workload to meet deadlines.
- Have high attention to detail and accuracy.
- Have excellent organisational and communication skills.

- A sound knowledge of a range of computer applications together with excellent IT Skills.
- A high level of diplomacy and trustworthiness is required as the appointed post holder will be privy to confidential information.

How to Apply

To apply, please complete and return an application form to either:

info@opoj.fierte.org

hr@fierte.org

Application packs and full role details can be found at the bottom of the advert below under Supporting Documents

For more information or to arrange a visit, please contact S Shilling at:

sshilling@opoj.fierte.org

Please note CVs will NOT be accepted.

Application Timeline

- **Closing Date:** Friday, 10th July 2026
- **Interviews:** week commencing 13th July 2026

If you do not receive an invitation to interview within ten working days of the closing date, please assume your application has not been successful on this occasion. We thank you for your interest and encourage you to apply for future opportunities.

Safeguarding Statement

Fierté Multi-Academy Trust and Our Pride, Our Joy Nursery and Care Club are committed to safeguarding and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment.

This position is subject to a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process. This post is exempt from the Rehabilitation of Offenders Act 1974. Shortlisted candidates will be asked to complete a self-declaration of their criminal record and other relevant safeguarding information that may make them unsuitable to work with children.

This role is subject to an enhanced DBS check and disclosure of all unspent and relevant spent convictions.

It is an offence to apply for this role if you are barred from engaging in regulated activity.

View our Safeguarding Policy here: [Our Pride Our Joy Safeguarding Policy](#)