



Pre-School Administrator Vacancy
Full time - £16,057.98 - £16,316.76 per annum

We are looking to appoint an enthusiastic and committed Pre-School Administrator to join our caring and hardworking team as soon as possible. This is a permanent post and you will be working 5 days a week, 9.00am – 3.30pm with 30 minutes lunch break, totalling 30 hours per week.

Experience of working in a similar position would be preferred but some training will be given to the successful candidate.

The Firs Lower School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A DBS check is performed for all new employees.

An application pack is available from our website www.firslower.co.uk under 'school information' then 'vacancies'. You can also email sue.acourt@firslower.org or telephone the school office on 01525 402735.

The closing date is Monday 15th April, 2024 and the interview date is Wednesday 17th April, 2024

Adam J.G Campbell (Headteacher)

The Firs Lower School • Station Road, Ampthill, Bedford MK45 2QR

Telephone: (01525) 402735

Email: office@firslower.org • Web www.firslower.co.uk

