



Christian Family Concern is a small charity in South Croydon.

We provide supported accommodation for young single mums, run Birdhurst Day Nursery and a Counselling Service.

Registered Charity: 279962

## Nursery Receptionist

**Starting salary: £12.50 per hour**  
**£16,250.00 per annum FTE**

*An exciting opportunity has arisen to join our Charity. This new role is vital in ensuring the smooth running of the Nursery Office. The post provides an opportunity for someone looking to work in a busy and friendly workplace. Our large Nursery School is based on a multi-use site, with wonderful outdoor space and a Forest School.*

The successful candidate will be skilled at administrative tasks, a great people person who can make good relationships with staff and parents alike.

The post is for 27.5 hours per week, 8am – 2pm, to start in September 2024. There could be the opportunity to work term time only for the right candidate.

### **We are looking for someone who is:**

- Positive and approachable, able to form good relationships with staff and parents
- A team player with excellent interpersonal and time management skills
- Able to demonstrate excellent telephone, administrative and ICT skills
- Reliable, motivated, flexible and adaptable

### **We can offer:**

- A positive, friendly and supportive team of staff and Trustees
- Great resources and facilities including spacious garden area
- Flexible working hours

Visits are encouraged for all serious candidates. To make an appointment please call the Charity Administrator – Chloë Lindsey – 020 8688 0251.

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. The post is subject to an Enhanced DBS check and references.

For an application pack contact: [admin@christianfamilyconcern.org.uk](mailto:admin@christianfamilyconcern.org.uk)  
Or download the documents from our website: [www.christianfamilyconcern.org.uk](http://www.christianfamilyconcern.org.uk)

**The CLOSING DATE for returned application forms is: Monday 12<sup>th</sup> August 2024**