



Central Bristol Nursery Federation

Required as soon as possible:

2 X BG7 ADMINISTRATORS

37hrs per week – Term Time Only and Permanent

1 x post based at **The Limes Nursery School** - 8.15am-4.15pm Monday -Friday

1 x post based at **Rosemary Nursery School** - 8.00am-4.00pm Monday Friday

The Central Bristol Nursery Schools Federation is a federation of three nursery schools (The Limes, Rosemary Nursery and St. Werburgh's Park Nursery School) in central Bristol serving diverse and vibrant communities and offering early education for two, three and four year old children together with a range of family support services.

We are seeking to appoint two qualified and experienced Administrators who will be part of a skilled, experienced and committed team and who can offer:

- A minimum of a Level 3 Administration qualification and a minimum of 5 years' administrative and finance experience.
- Experience of working in a fast moving educational environment and of working with families and children across the 2-4 age range.
- Strong IT skills including Microsoft applications and MIS and web-based systems.
- The ability to be flexible, open minded, solution focused and calm under pressure
- Initiative, a high level of organisation and the ability to manage conflicting priorities without supervision.
- A willingness to develop and progress their career as part of a busy, dynamic and inclusive team.

We can offer you:

- A supportive, experienced and innovative staff team;
- A personalised and high quality staff development programme;
- A rich and ethnically diverse community.
- Access to an extensive range of services through the Federation's Well-Being Programme.

We are committed to equality and diversity in employment and service delivery in order to reflect the community we serve; we would welcome applications from men, black and minority ethnic practitioners as they are under represented in our team.

We are also committed to safeguarding the welfare of children and expect all staff to share this commitment. The successful applicant must hold an enhanced DBS check and will be required to complete a Suitability and Health Questionnaire.

If you would like to apply for this vacancy please contact Jacqui.macfarlane@bristol-schools.uk for an application pack.

Please state clearly on your application which school you are applying for or state both.

Closing Date for Applications: **1.00pm Friday 27th February 2026**