Little Angels
Fun Club & Nursery Ltd.

"Empowering our children, parents and staff to achieve"

Candidate Information Pack August 22
Business Administrator Apprentice

We are committed to safeguarding children and upholding equal opportunities in line with the Equalities Act. Any role with us is subject to an enhanced DBS check.

Dear Applicant,

Thank you for taking the time to learn more about this role. We are delighted that you are considering applying to join our staff team as a business administrator apprentice.

We are looking for someone who is ambitious and passionate to support our current administrative team and business manager.

Little Angels was originally established as a single setting childcare provider, the first of its kind in Cramlington, in September 1999 by Debbie and Ian Wylie when they were unable to find suitable childcare for their own son. The company has always been forward-looking, keen to provide the best care for children and the best training and support for staff.

The company now operates five sites, covering three local authorities as it has expanded opportunistically in response to a range of different situations. It won the tender for the Fenham setting in 2003; it entered Bedlington when parents asked Little Angels to take on a setting that had just gone into administration; it won a tender for childcare at Cramlington Village Primary School; and it was similarly successful in tendering for out-of-school club provision at Amberley Primary in Killingworth.

We are registered for around 500 children across all sites, and the company has developed a well-respected presence in the local communities that it serves. More than 20 years since its inception, Little Angels still seeks to provide the care and education that parents want and need as well as the personal touch and attentive feedback to families that help cement their trust and connection with the staff who care for their children. These qualities are the foundation on which Little Angels is built and embody the care that it offers.

Over the last couple of years, we have weathered the pandemic and streamlined our provision. Our parents have remained very supportive of Little Angels and the care we have provided throughout the crisis, as we ensured that our settings continued to serve the needs of critical workers, their children and families, as well as vulnerable children during difficult times.

We hope to appoint someone who will successfully uphold and achieve the absolute best standards and outcomes, have the excellent skills required for the job, be ambitious and enthusiastic and enjoy being in an environment with children.

What do I need to do if I want to apply?
Please read through the person specification and job description, and if you feel you meet the essential criteria, complete your application and return it to the email address here: william.haxton@littleangels.info

The closing date for all applications is Monday 29 August 2022 when a selection event will be held. Those who are successfully shortlisted will be contacted to ensure adequate notice to attend an interview is provided.

We look forward to receiving your application,

Will Haxton
Business Manager

Job Description

Business Administrator Apprenticeship

Post Title	Business Administrator Apprentice
Salary Range	Apprenticeship Hourly Wage
Location	Little Angels - Various Sites
Hours	40
Holidays	FTE 28 days paid holiday (includes bank holidays.)
Start date	September 2022
Safeguarding	Please note that Little Angels is committed to safeguarding children and all roles are subject to at least 2 satisfactory references and appropriate DBS checks (previously known as CRB check)

Responsible To:

Area Manager / Business Manager / Nursery Managers

Duties and Responsibilities

1. Commitment to the apprenticeship training course and ensure work is completed and training days attended
2. General office administration duties including data input
3. General accounting duties
4. Assist with ad hoc projects to support the team
5. Tasks to support recruitment and the growth of the business
6. Manage phone calls and correspondence in a professional manner
7. Maintain strong partnerships with our parents and families and develop the role to be a visual and familiar contact person/part of the team
8. Safeguard all children and fully understand your role in safeguarding and reporting concerns.
9. Keep working areas clean, tidy and organised and ensure office health and safety standards are met
10. To read, understand and adhere to all policies and procedures relevant to your role and the safe running of the setting.
11. To support any open days, advertising, social/fundraising activities etc
12. To keep completely confidential any information regarding the children, their families or other staff that is acquired as part of the job.
13. To work alongside the manager and staff team to ensure that the setting's philosophy is effectively fulfilled.
14. To be aware of the high profile of the setting and to uphold its standards at all times, both in work hours and outside.
15. To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the business manager.

Person Specification – Business Administrator Apprentice

Attributes	Criteria No.	Criteria	How Identified	Rank
Relevant Knowledge and Experience	1.	Experience of office based work	Application/Interview	Desirable
	2.	Experience of a customer related environment	Application/Interview	Desirable
	3.	IT based experience	Application/Interview	Desirable
Education and Training	4.	5 GCSE's grades A-C/9-4 or equivalent including English and Maths	Application	Desirable
	5.	Paediatric First Aid qualification	Application	Desirable
	6.	Willingness to continue with professional development	Application/Interview	Essential
Skills and Abilities	7.	Ability to communicate well with adults and children	Interview	Essential
	8.	To be able to demonstrate the ability to work as part of a team and to be able to work effectively independently	Interview	Essential
	9.	Excellent IT skills	Interview	Essential
	10.	Excellent organisational skills and attention to detail	Interview	Essential
	11.	Ability to remain professional at all times	Interview	Essential
	12.	Excellent written and verbal communication skills	Application/Interview	Essential
	13.	Able to demonstrate creative ability	Interview	Desirable
Additional Factors	14.	Understanding of Equal Opportunities	Interview	Essential
	15.	Awareness of Health and Safety and practical hygiene issues	Interview	Essential
	16.	Honesty with self and others	Interview	Essential
	17.	Have a clear understanding of the importance of confidentiality	Interview	Essential
	18.	Ability, flexibility and willingness to take on other responsibilities or duties as deemed necessary	Interview	Essential