



Hamp Nursery & Infants' School
Rhode Lane
Bridgwater
TA6 6JB

Tel: 01278 422012
Email: office@hnschool.uk

Headteacher: Mrs. M. Weatherburn

Nursery Administrator

We are looking for a friendly, organised, and reliable Nursery Administrator to join our welcoming nursery team to start 1 September 2026.

Hours

- Monday to Friday
- 20 hours a week, 8:15am – 12:15pm
- Term time only plus two additional weeks
- Grade 13 (£13.47 - £14.59 p/h, pay award pending).
- £12,337 - £13,542 (actual salary)

About the Role

The successful candidate will support the smooth day-to-day running of the nursery office, acting as a first point of contact for parents, staff, and visitors. Duties will include managing Early Years Funding entitlements and handling payments, handling enquiries, maintaining records, managing communications, and supporting general administration tasks.

Experience of Nursery Funding Entitlements would be advantageous, although training can be provided for the right candidate. Previous administrative experience is essential, preferably within an educational, nursery, or childcare setting. The successful candidate will be well organised, dependable, and able to work effectively both independently and as part of a team.

We are seeking someone who:

- Has excellent organisational, administrative, and communication skills
- Is confident using computer systems and administrative software
- Can manage workloads efficiently with a professional and proactive approach
- Is friendly, approachable, and able to build positive relationships with parents, staff, and visitors
- Demonstrates a high level of confidentiality, accuracy, and attention to detail

We offer:

- A supportive and welcoming working environment
- Term-time working pattern
- Opportunity to work within a caring nursery community

Visits to the school are welcome.

We look forward to hearing from you.

For further details and to apply please see the school website or to arrange a visit please contact the school office on 01278 422012 or email office@hnschool.uk

Closing date: Monday 1 June at 9am.