

Name of Company	St Mary's Playgroup & Catkins Preschool
Address Line 1	Bessemer Road East
Town	Swindon
Postcode	SN2 1PE
Employer Telephone Number	(01793) 523371
Type of Business	Childcare
Number of Employees	8
Disability symbol user	No
Please provide the contact details of the person handling this application within the business	
Title	Mr
First Name	Chris
Last Name	Best
Position	Chairperson
Email Address	chrisjbest@me.com
Telephone Number	(07734) 810918
About the Vacancy	
Job Title	Part-time Administrator
Number Required	1
Wage Details	£7.10 per hour
Actual days and hours to be worked	Flexible hours, term time only.
Duration	Temporary
if temporary, the duration	until July 2012
Please tell us about the job	Maintaining waiting lists & managing admissions for both settings. Some finance, including balancing the cash book. Providing support to two supervisors and the committee. Good computer skills. Well organised with an eye for detail. Good telephone manner.
How does the employer wish people to apply for the job?	Other
If other, please specify	Contact the Chair - Mr Chris Best on 07734810918 or chrisjbest@me.com
Closing date for applications	17/02/2012