**SCHOOL BUSINESS SUPPORT OFFICER 2 (Grade 4)**

Dear Applicant,

Thank you for your interest in the role of Business Support Officer 2 at our school.

We are looking to appoint a highly committed, approachable, friendly individual to join our small Admin team and become an integral part of our Bradley Nursery School family.

**This permanent post is for 35hrs per week:**

**Monday to Friday 8.30-4:00 (Term time only + 1 week)**

The role will include front-of-house contact therefore effective communication and interpersonal skills are essential .

School office and administrative duties will require the applicant to hold high levels of literacy and be proficient in their use of Information Technology.

Use of school software such as SIMs would be advantageous although support and training will be offered.

We are an outstanding, successful and happy Nursery School and are well regarded and supported by our wonderful families.

We have a highly motivated, passionate and caring school family who are ready to welcome you the team.

Please take a look at our school website for more information about us: [www.bradleynursery.co.uk](http://www.bradleynursery.co.uk) . I am also more than happy to show you around our lovely school should you wish to visit and find out more about this role.

I look forward to hearing from you.

Kay Burke

Headteacher