

We are recruiting!



little Green Rascals

We are currently looking for an Apprentice to support our HR Manager, dealing with both internal and external contacts, face to face and over telephone and email. To successful candidate will work 35-40 hours Monday to Friday and will complete work-based training in business administration.

Day to day duties include:

- Answering telephone and email enquiries, transferring calls and taking messages
- Supporting the Management Team in recruitment; including advertising for suitable candidates and organising interviews
- Processing employee information, including new starter information and safer recruitment processes, ensuring that all personnel records are up to date and accurate
 - Minuting meetings where necessary

Qualifications and skills required:

- Maths and English GCSE grade C or above or equivalent
 - Able to use own initiative
- High standard of written and verbal communication
 - Punctual and trustworthy
- A full clean driving licence is desirable and a flexible approach as, although you will be based at our Tadcaster Road Nursery, it may be necessary to work at various sites.

We offer a range of employee benefits which include:

- 50% off childcare costs
- Additional annual leave for length of service
 - Annual leave purchase scheme
 - Birthdays off
 - Organic vegetable boxes
 - Holistic treatments
- Fantastic ongoing opportunities for further training, professional development and great career opportunities within the company.



If you are looking to join a unique, forward thinking company with plenty of scope for personal development and progression, then please apply to Jane, our HR Manager for an application form and full job description at jane.hunter@littlegreenrascals.co.uk



Little Green Rascals is committed to safeguarding and promoting the welfare of children and expects all employees to share this commitment. Reference checks and an enhanced DBS will be required before the successful candidate is confirmed into post.

