



# The Secret Garden Outdoor Nursery

## **OFFICE ADMINISTRATOR Cupar, Fife**

- 8 hours per week (flexible hours - ideally over 2 or 3 days, including Tuesdays)
- £10 per hour
- Based at the nursery office in Volunteer House, Cupar, Fife

As Scotland's first ever fully outdoor nursery, a unique and highly acclaimed philosophy and practice has evolved in the woods crafted around our guiding principles – Presence, Nature, Play. Our practitioners develop a strong stable presence in the natural environment to ensure that children are offered excellent child care and educational development. Through complete immersion in the natural world with 'nature as teacher' we encourage resilience and resourcefulness in the children whilst practitioners provide a calm, safe space for exploration and learning. This approach allows children to extend their curiosity, enabling them to learn about the world and about themselves through play in the woods. We are a not for profit organization, are Fife Council Partner Providers and are registered with the Care Inspectorate. We have won the prestigious Nancy Owen's Award for Play two times, first in 2008 and again in 2017.

We are looking for a part-time administrator to join our team, to support with general admin duties, with a focus on marketing and communications, and working closely with our care manager. We are looking for a well-organised individual with excellent written and verbal communication skills and an understanding of the Secret Garden's vision, unique approach and ethos.

The post will involve direct communication with families and marketing of services through online platforms, face-to-face interactions and printed media. An interest in marketing and willingness to develop relevant IT skills are essential.

This post will involve working within a small team but with a high degree of independence. Full training will be provided for all aspects of the job but you must be able to manage a varied workload and prioritise tasks each day.

Secret Garden is a growing enterprise and in time there may be opportunities, for the right candidate, to take on additional hours/roles within the team.

Ideally you will have access to a car and be willing to travel as required to the nursery site and attend occasional team meetings.

**Closing date: 25<sup>th</sup> Feb 2019 – interviews the following week, post commencing March 2019.**

**Contact: [enquiries@secretgardenoutdoor-nursery.co.uk](mailto:enquiries@secretgardenoutdoor-nursery.co.uk) for further details and an application pack.**

**Secret Garden is committed to equal opportunities.**