



*"Through unconditional love, commitment & passion we seek to enable all children, young people and adults to be the best they can be."*

## **Pre-School Administrator RISE Pre-School @ The Oaks, Chippenham**

We are seeking to employ an experienced Pre-School administrator to support our Pre-school in Chippenham.

Our setting is based in The RISE Community Hub at The Oaks.

This post will provide the successful candidate with an excellent opportunity to make a real difference in children's lives. Our Pre-school has been rated 'Good' by Ofsted.

The Pre-school is part of the RISE Trust family and staff form part of the wider team, working with Children and young people 2-19 years.

The RISE team work very closely with parents offering advice and help to support their child's learning and development, as they journey towards starting school. The RISE team are very experienced in working with parents and agencies and new colleagues have a comprehensive induction alongside training where needed.

Employees have stated:

"I could not have asked for a better place to work, and this is due to the support and care I have received. RISE will always have such a special place in my heart."

"My time at RISE has been a wonderful journey I've enjoyed so much - there isn't another organisation lead with so much love, compassion and drive to make a difference."

### **Post available:**

- Pay rate currently £12.27 per hour with a pay rise in April 2026
- 8.30am – 12.30pm Monday, Wednesday, Friday. Term time only
- On-going professional development: Commitment for on-going training (including safeguarding) and opportunities to progress your career within a committed and supportive team.

**Applicants must:**

- *Either have completed Level 2 or have administrative experience/ qualifications and good general education to GCSE standard*
- Have experience of volunteering/working in an early years' setting
- Have the desire and ability to develop excellent partnerships with parents and professional
- Have an understanding of safeguarding policy and procedures
- Have excellent diplomacy and communication skills in order to present information confidently
- Be positive, dynamic, energetic and robust

**Please note that C.V.s will NOT be accepted.** A copy of the application form can be found on The RISE Trust website: [www.therisetrust.org](http://www.therisetrust.org)

If you require further information regarding this position, please contact:  
The RISE Trust Hub on 01249 463040 or email [lynne@therisetrust.org](mailto:lynne@therisetrust.org)

The RISE Trust is a Christian community charity which is totally diverse and inclusive. Members of staff are expected to have empathy for, and understanding of, our values and beliefs.

Closing date: Noon Friday 13<sup>th</sup> February 2026

We will contact the shortlisted candidates by: 17<sup>th</sup> February 2026

Interviews will be held on: Thursday 24<sup>th</sup> February 2026

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

***In accordance with safer recruitment protocols, we will request references in advance of interviews, for shortlisted candidates.***