

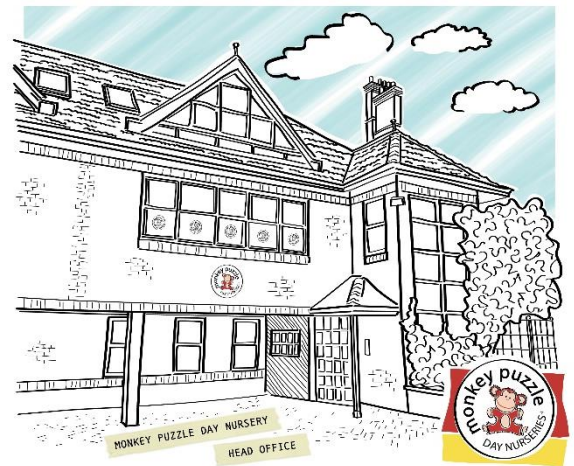
Join The Family



Monkey Puzzle Day Nurseries

Operations Administrator:

- To monitor and support all aspects of training, development and apprenticeships across Monkey Puzzle Day Nurseries.
- Support the schedule of training across the network with bookings and access. Working closely with the Training and Development lead to promote, engage and deliver training.
- Ensure that administration processes are followed.
- Support franchisees and management teams by identifying areas of development or risk and generating action plans to guide them through improvements.
- Support the nurseries with individual training access. As well as coach and support new and potential team members through accessing their training.



Person Specification:

- A passionate and dedicated person with a passion for ongoing development and training.
- Experienced in Learning Management Systems with a demonstrable track record of operating effective training logs.
- A clear and adaptable communicator, able to clearly convey support and processes in both written and spoken formats.
- Active in working in partnership with your colleagues; supporting, engaging and promoting Monkey Puzzle training.

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