



Business & Operations Officer

Loughborough University Nursery

Hours of work: Full time position (37.5 hours per week)

Annual Salary: £28,000 – £30,000 per annum, depending on experience.

Benefits: 25 days annual leave plus bank holidays, paid leave day for your birthday, discounted nursery fees, free access to our on-campus gym and pool facilities at Burleigh Springs, free car parking, free meal & enrolment into company pension scheme

We have a unique opportunity for an experienced, proactive and highly organised business administrator to join our outstanding nursery team. This is a key role that supports the smooth, safe and efficient day to day operation of the nursery.

Working closely with the nursery management team, People & Culture colleagues, and University partners, you will maintain, monitor and develop the operational, business and compliance systems and processes that support the delivery of high-quality early years education and care.

Your Role

Key responsibilities will include:

- Managing staffing levels, workforce planning and rota management
- Coordinating recruitment, onboarding and induction processes for new team members
- Managing health and safety compliance, risk management and regulatory requirements
- Administering financial processes, funding administration, income tracking and occupancy monitoring
- Leading on marketing and branding activities to promote the nursery
- Coordinating and enhancing the customer journey from initial enquiry through to enrolment
- Supporting inspection readiness and maintaining accurate records and documentation

About You

We are looking for an individual with strong administrative, IT, numerical and analytical skills. You must be able to manage multiple priorities effectively, demonstrate good attention to detail and have excellent communication skills. Together with your significant experience in a business operations or administrative



role working with confidential information, you will have an understanding of Health and Safety requirements and compliance processes. Experience within an early years, childcare or education setting would be desirable.

You will be supported in your role and work alongside a passionate team in a well-resourced nursery that values your expertise and ideas.

Successful appointment is subject to satisfactory references and enhanced DBS check.

About Us

Recently rated outstanding in all areas by OFSTED, our vision is simple...to build a world class nursery that consistently delivers fabulous learning, play and fun. We bring families and children together – to create a place where children love to be.

Our 100-place nursery is found in the heart of campus providing education and care to the children of university employees, students, and the local community. We are a diverse and vibrant community recognised for our excellence in inclusion, teaching, learning as well as our contribution to Loughborough, Oxford, and Nottingham Trent University academic research projects.

We are committed to safeguarding and promoting the welfare of our children and expect our employees to share this commitment.

We are part of the Imago Venues family, and we contribute to making Imago Venues a fabulous place to work. We care about our people and we're kind to each other. We're ambitious, ethical, sustainable and, most importantly, we're accountable.

We take workplace engagement seriously and are proud to have been awarded the Best Companies accreditation as very good to work for 2025.

Come and join our fabulous team and be part of an outstanding university nursery with a reputation for excellence.

To apply for the position, please log onto the Imago Venues website

To find out more about the role click here

Closing date: 14th August 2026

Loughborough University Nursery is an equal opportunities employer