VOLUNTEER WITH US!



Administrative Assistant

Shining Stars Cardiff CIC is a not-for-profit nursery providing affordable childcare for children aged 2–5. We welcome volunteers from all backgrounds who want to make a positive difference in our community.
Our project, Empowering Ethnic Minority Women Through Volunteering in the Childcare Industry, provides volunteering, training and work experience opportunities. It is funded by the Welsh Government's Volunteering Wales Main Grants Scheme, administered by WCVA.

KEY RESPONSIBILITIES

- Maintain and update children's and staff records.
- Organise digital files, documents and schedules.
- Update administrative systems, including attendance records and waiting lists.
- Handle enquiries and support daily nursery operations.

SKILLS & QUALITIES

- Excellent digital skills, including MS Office, Excel and Google Workspace.
- Strong organisational skills and attention to detail.
- Ability to work independently and as part of a team.
- A reliable and proactive approach.

TIME & REQUIREMENTS

- Ideally, at least 3 weekday mornings per week (9:00 am–12:30pm).
- Commitment throughout the school year.
- Own laptop useful, but not essential.
- Enhanced DBS check required (can be arranged).

WHAT WE OFFER

- Full training and ongoing support.
- Free CPD training opportunities.
- Professional references after 3 months.
- Tempo Time Credits.
- Valuable work experience.

APPLY

Please send your CV to Cindy Lim
info@shiningstarscardiff.co.uk

shiningstarscardiff.co.uk
07812 459535
2-4 Leckwith Avenue Canton, CF11 8HQ

WCVA CGGC · Gwirfoddoli Cymru Volunteering Wales · Ariennir gan Lywodraeth Cymru Funded by Welsh Government

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