



Team Administrator

A part time role perfect for someone who is a great administrator, able to support our processes as a team and who wants to be a part of a purpose led playful organisation.

Job role: *Team Administrator*

Location: *Hybrid (home and at HQ in Corby, Northamptonshire)*

Salary: *Real Living hourly wage (£13.45 per hour)*

Contract Type: *Fixed term Maternity leave cover for 12 months or until the postholder returns.*

Hours: *12 hrs per week (Wednesday 9:30am to 2:30pm, will be a required office-based day at our Corby HQ. The remaining hours can be worked flexibly, with working arrangements agreed to suit business and individual needs.)*

Start Date: *1st December 2026*

About us:

At Boromi ("Borrow-Me"), we're serious about play. We're on a mission to build a national Network of Play® - bringing more opportunities for hands-on, language-rich and evidence-based family play in the places and spaces families are every day.

...Find out more about us at www.boromi.co.uk, or [@boromiHQ](https://twitter.com/boromiHQ).

About the role:

We're looking for an organised, detail orientated, team player to support us across our sales, customers, office and operations teams.

Responsibilities:

Your specific roles and/or responsibilities may include:

- Managing the onboarding of new settings
- Maintaining and improving shared document storage on Sharepoint.
- Customer service administrative tasks
- Maintaining our customer management platforms – Hubspot and Toolbox (training provided)

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- Booking and supporting travel or accommodation arrangements for events and exhibitions
- Providing general administrative support for the team
- Ensuring the office is organised and suitable for the team to work in
- Administration and monitoring of data collection and impact surveys
- Financial and invoicing administration using Xero

About you:

We're looking for someone who will bring the following qualities to the team:

Essential:

- Has prior experience in administration roles
- Able to efficiently and independently manage their tasks, time and deadlines
- Is competent across Microsoft 365, Microsoft apps and Sharepoint
- Is highly organised with a high attention for detail
- Is a confident and efficient communicator, both in written English and spoken
- Is motivated working independently as well as part of a team
- Is happy to 'muck in' and get stuck into any task!
- Lives within commutable distance of Market Harborough

Desirable (but not essential!):

- Has experience of early years settings, the education system and/or community settings
- Has experience working with a CRM (we use Hubspot)
- Has previous customer service experience

Our values

We meet people where they are

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We're all built on different foundations, with our own stories to tell. That's why we adapt to meet people where they are — whether family, colleague or partner. We take pride in accessibility and inclusion in all that we do, because early childhood is everybody's business.

We are playfully professional

While our mission is complex and serious, our approach is simple and playful. We bring joy and good humour to our work, believing that the best solutions come when we combine purpose with enjoyment.

We embrace learning through play

We love not having all the answers. Just like children, we stay curious, think creatively and learn through experimentation and play. Every challenge is an opportunity to learn, grow and improve.

We all hand scrub our bags

Because every play bag is part of something bigger. No matter our role or the size of our team, we roll up our sleeves and show up for each other and the families we support. Whether it's scrubbing play bags or checking every zip, we take pride in the details - and in doing things properly, together.

We play it forward

From our play bags to the way we work, borrowing, sharing and reusing are at the heart of what we do. We choose materials and design systems that are sustainable, kind to the planet, and built with future generations in mind.

Other reasons we're a little bit special:

- Flexible working days and times
- Generous holiday allowance (inc. summer holidays reduced hours, 'Christmas Shutdown' and your birthday off!)
- Social events
- BrightHR benefit Hub

How to apply:

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w: www.boromi.co.uk e: hello@boromi.co.uk    [@boromiHQ](https://www.instagram.com/boromiHQ)



If you're interested by this opportunity and feel you'd be a good fit for the role then please get in touch, we'd love to hear from you. Diversity, equality and inclusion are at the heart of everything we do. We encourage applications from people of any gender, disability, age, sexual orientation, race or religion and belief. If you have any access needs or additional requirements to apply, please let us know and we will work with you to find a solution that works best for you.

To apply please send a CV and a role-specific cover letter to hello@boromi.co.uk.

We will review applications as they come in and applicants that we believe would be a great fit for our team will be invited for a preliminary first round informal call, followed up by either an in-person or virtual task based interview.

We look forward to hearing from you.

A handwritten signature in black ink that reads 'EKeough'.

Evie Keough, Founder & CEO of Boromi