



Requires:

A Part-Time Administration Officer

The post holder will provide high quality administrative support to the manager and pre-school staff. The post holder will act as the first point of contact to our service users, welcoming them and attending to their needs. The post holder will need to work towards achieving the aims and objectives of the pre-school.

The post holder **MUST** be interested in working in and fostering an Islamic environment.

Skills and Knowledge Required:

Excellent written and oral communication skills.

Proficient with Microsoft Office.

Ability to work as part of a team.

Ability to prioritise and work on own initiative in the absence of the manager.

Ability to deal with basic finance systems.

Being able to deal with a diverse mix of cultures and backgrounds.

Qualifications or Experience:

Essential - At least 6 months experience working in an administration role

Desirable - Experience working in an administration role in an early years setting

University degree /Childcare qualification

First Aid Training / Safeguarding Training

Hours: Mondays to Thursdays 12.00pm - 4.00pm

Salary: Circa £12,250 pro rata, per annum dependant on qualifications & experience.

If you are interested please complete an application form and return it to the pre-school. Applications can be collected from Noor Ul Islam Pre-School, 715 High Road, Leyton. E10 5AB. Or download from the Noor Ul Islam website at www.noorulislam.co.uk.

Closing date for receipt of application form: 22nd December 2010

Interview dates: Week beginning 3rd January 2011 (dates to be confirmed)

Start date: As soon as possible after job offer

Noor Ul Islam Pre-School, 715 High Road, Leyton, London. E10 5AB
Part of Noor Ul Islam Trust (Charity Reg.: 1017780)

