

Primary School Administrator

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Company: Academics

Location: London

Category: other-general

Primary School Administrator

Are you a Primary School Administrator looking for role in Westminster?

Are you a Primary School Administrator looking to work in the education and training industry?

About the role:

Take your first steps in the education and training industry with this amazing opportunity for administrator to work as a Primary School Administrator at wonderful primary school based in London Borough of Westminster. This role will involve you supporting the school office.

As a Primary School Administrator there will be training involved for you to build and develop your skills and experience.

The Primary school is located in Westminster. The school is a mainstream primary school with pupils from Nursery all the way to year 6. The school is known for creating a happy, welcoming school environment where pupil feel motivated to learn and can achieve.

- * London borough of Westminster
- * Education and training industry
- * Graduates or Level 3 Childcare qualification holders required
- * Primary School Administrator
- * Interview / Start date: April

Requirements:

- * You must have experience with SIMS
- * You be proficient with school MIS system

- * You must have experience working in a school
- * You must have good communication skills
- * You need to be able to commute to Westminster

Salary & Benefits:

- * £20,000 - £30,000 dependent on experience
- * Full training is available for you to build and develop
- * You will be working in an Outstanding Ofsted rated school

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