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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 earn 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: AprilRequirements: * You must have experier 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 Westminste 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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