

Education Administrator

NNLS requires a highly organised, exceptional education administrator to support the educational and youth provision, with outstanding communication skills who is prepared to work collaboratively to contribute to our dynamic and growing team.

17-20 hours per week (flexible but to include Wednesday evening and some Sunday mornings during term time)

Salary: £25,000 - 28,000 per annum pro rata (commensurate with experience)

Detailed job description can be found at: <http://www.nnls-masorti.org.uk/page.php?ID=290>

Applications to be submitted by full CV and cover letter to Niki Jackson at nikijackson@nnls-masorti.org.uk by Wednesday 2nd January 2019

Interviews will take place during week commencing 7th January 2019

