



Mapledene & Queensbridge Children's Centre

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Mapledene and Queensbridge Children's Centre
Ofsted 'Outstanding' 2014 Early Years and Extended Services 2011

Post: Office & Finance Administrator

36 hours per week, flexi shifts. Scale 6. All year round

(Based at Mapledene Children's Centre but in close working partnership with Queensbridge Primary)

We are looking to recruit an upbeat, creative and dynamic Finance/Administrator, to join this stable, reflective and dedicated team.

As front of house sometimes you will be expected as Office and Finance Administrator to be welcoming and personable. You must be able to plan, write reports and enter/ analyse data on various databases. You must have the ability to communicate effectively, with numeric skills, demonstrate skills and abilities in monitoring administration and finance service. Excellent interpersonal skills are required, good ICT skills including knowledge of Microsoft word, Excel and database packages. Flexibility, organisation, with good time management and being a good team player is paramount to deliver this role effectively within our outstanding children centre.

The post is to start by **September 2018** (or before if possible) for a **Fixed Term one year period ending 1 September 2019** subject to a **three / five month probation review**. The positions may extend immediately if the funding is secured.

The Finance/Administrator will be required to work flexibly taking direction from the Centre manager, two deputy senior managers, Exec Head and Business Manager in administration and finance procedures for the Centre.

Candidates must be able to use their own initiative and have a good standard of written English. We are able to offer a friendly, supportive staff with great professional development and career opportunities.

You will be required to work flexible hours as the centre operates a shift system all year round. Please note there are no car parking facilities for staff.

For more information please contact Pamela Dushi at the Centre on 0207 249 8139. Application forms and further details are available online. Supporting statements should indicate your previous experience.

Wed 4 July 2018
Tuesday 10 July

Closing date **by 9am/ shortlisting at 9.15am**
Interviews

The Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexuality or age.