

Arlesey Children's Centre Assistant / Administrator

Christian Family Care require a part time :

Part Time Children's Centre Assistant/Administrator

Based at: Arlesey Children's Centre

Salary starting from £14,500 pro-rata per annum - depending on experience.

The hours are 17.5 per week, generally between 9am and 5pm Monday to Friday. Flexibility will be required as the hours are changeable to meet the needs of the service.

Do you enjoy working with the general public and have excellent communication and interpersonal skills?

We are looking for an enthusiastic, effective and versatile individual with good IT skills and experience of office administration/reception procedures to join our team.

You must be able to multi-task and will have shared responsibility for the day to day organisation of the centre and its activities. You should enjoy working directly with children and families.

Closing date: Noon 22nd March 2010

Interview Dates: 14th & 15th April 2010

For an application pack please;

Email: info@christianfamilycare.org.uk

Ring: (01234) 358430 or

Download at: www.christianfamilycare.org.uk

Christian Family Care is committed to the protection and safety of children. Appointments will be subject to satisfactory Enhanced CRB clearance and references.

Charity Number 276677