



**Administrator Jigsaw Pre School, Holy Trinity Church, Claygate**

An Administrator is required for our popular Pre-School with excellent facilities and a Good OFSTED. We are looking for someone with admin experience and IT skills to assist in the day to day operational duties. This interesting role includes dealing with pupil admissions, applying for funding, monitoring the budget as well as general office admin duties.

**Pay: - £10.40 per hour**  
**Hours - 13 hours per week term time.**

For a full Job Description and an application, please email Gillian Hall at [jmg-chair@holytrinityclaygate.org.uk](mailto:jmg-chair@holytrinityclaygate.org.uk)

**Closing date: Friday 26<sup>th</sup> July 2019**