

# JOB VACANCIES

North Edinburgh Childcare is one of the premier providers of high quality, affordable childcare and education services in Edinburgh and is known for its community based approach to delivering accredited childcare training. The organisation is strongly grounded in an inclusive ethos which underpins both our excellent services and our commitment to staff, their training and professional development.

## **TRAINING ADMINISTRATOR**

**35.75 hrs/wk**

**£16,046-£17,876/annum (SJC 13-18)**

To provide high quality administrative support to North Edinburgh Childcare's Training Services. A minimum of 2 years previous administrative experience is desirable, as is a good working knowledge of Microsoft Office. Microsoft Word and Access are key to this role and require someone who has a good working knowledge of these software packages. Good communication and organisational skills are required as is the ability to build up and maintain effective working relationships.

**The closing date for this post is Wednesday, 19<sup>th</sup> May 2010**

**Interviews will take place on Monday, 24<sup>th</sup> and Tuesday, 25<sup>th</sup> May 2010**

**N.B. Applicants for all posts, if successful will be put through the Enhanced Disclosure Scotland process in line with the Protection of Children (Scotland) Act 2003.**

**North Edinburgh Childcare is an equal opportunities employer and applications are particularly welcome from those under-represented in the childcare workforce including men, people from minority ethnic backgrounds and people with disabilities.**

For full details of this post and an Application Pack please call our Human Resources Dept.  
on 0131 332 8001,

email [info@northedinburghchildcare.co.uk](mailto:info@northedinburghchildcare.co.uk)

or visit [www.northedinburghchildcare.co.uk/recruitment.html](http://www.northedinburghchildcare.co.uk/recruitment.html)