

WALTHAM FOREST

NOOR UL ISLAM

TRUST

Charity Registration: 1017780

HEAD OFFICE 713 HIGH ROAD, LEYTON, LONDON E10 5AB TEL 020 8558 0786

Email: admin@noorulislam.co.uk

Also:

MASJID: 711 HIGH ROAD, LEYTON, LONDON E10 6RA TEL: 020 8558 0786

ACADEMY: 713 HIGH ROAD, LEYTON, LONDON E10 5ab: 020 8558 0786

PRE-SCHOOL / CENTRE: 715 HIGH ROAD, LEYTON, LONDON E10 5AB TEL: 020 8558 3014

PRIMARY SCHOOL: 135 DAWLISH ROAD, LEYTON, LONDON E10 6QW TEL: 020 8558 8765

PERMANENT AND FULL TIME VACANCY - Ref AH2

Administrator

Salary – Depending on Qualification and Experience

To commence work end of September 2009

The administrator will be:

- an organised and committed worker able to fulfil an administration role in a busy office
- able to work within a team
- well-mannered with good command of spoken and written English
- an experienced user of MS Word, Excel and Adobe Creative Suite
- a quick learner who is experienced in providing excellent customer services
- experienced in producing publications

Applicants may be required a valid Criminal Records Bureau Disclosure or be prepared to apply for one prior to starting employment.

The successful candidate will be fully supportive of the Trust's child protection policy.

Please contact the Noor Ul Islam Trust on 020 8558 0786 for more details and an application form.

Closing date for receipt of application form:

Friday 4th September 2009