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RONOVE MANAGEMENT SYSTEM

Job Title :	Cleaner For School Hours
Designation :	Admin Office
Experience :	2-3
Age :	0
Salary Range :	£12.25 Per hour
Vacancy :	2
Posted Date :	01.28.2022 04:36
Last Date to Apply :	02.16.2022 04:36

Circular Details

An excellent opportunity is available for an experienced Support Administrator to join the Operational Support team of our reputable client on a full time temporary contract.This position is well suited to someone who has experience in customer service processing, particularly where there is a financial element to this. You will utilise your skills and provide business support to Health & Social Care and Education by performing tasks such as processing of Free School Meals, Clothing Grants, Education Maintenance Allowances and Financial Assessments for Social Care.Hours: 36 hours per weekPay: £12.25 per hourDuration: Start ASAP for 6 monthsLocation: Dalkeith, Midlothian