



Admin/Cleaner Vacancy

Position: Admin/Cleaner

Hours: **14 hours per week** / 46 weeks

- Saturday – 2:30pm to 7:30pm – 5 hours
- Sunday - 8am to 5pm – 9 hours

Pay: **£12.00 per hour** (PAYE) (including 6 weeks holiday pay)

Location: Walsall, WS1 1SL

Job Responsibilities:

- Printing
- Marking students work
- General admin tasks
- Maintain cleanliness of restrooms and common areas

Must have skills:

- Excellent written and verbal communication skills
- Proficient with Microsoft Word and Excel
- Strong attention to details

Role starting 14th September 2024

Interested? Email us your CV:

info@BHT11plus.co.uk