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|  |  | ObjectiveA driven individual who possesses a friendly, outgoing personality, seeking an ESL teaching position teaching kindergarten/Elementary children.  |
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|  |  | ExperienceOliver House School – Receptionist/Finance admin Sept 2017 – July 2018* Admin duties: Photocopying, filing and printing
* Welcoming and dealing with visitors, parents and suppliers queries’.
* Finance duties: Authorising and overseeing staff purchases; Handling invoices; producing monthly expenditure report; liaising with suppliers regarding orders and accounts.
* Organising events
* Health & Safety officer – Overseeing H&S issues over the school; liaise with staff and students regarding H&S concerns; booking contractors for school maintenance.

Hampstead Parochial School – Receptionist/Admin Mar 2017 – Jul 2017* Admin duties – Photocopying, printing and filing.
* Dealing with parents
* Overseeing student attendance and producing register for the kitchen.
* Handling money for extra curricular clubs, lunches, school trips etc.

Newton Preparatory School – Deputy Head Secretary Aug 2016 – Nov 2016* Maintaining Deputy head’s calendar
* Maintaining and updating school calendar
* Managing music lesson schedule
* Liaising with parents and extra curricular club vendors
* Dealing with student attendance

**Community Education Forum - Admin/teaching assistant Aug 2011 – Feb 2014*** Managing current and past pupil/staff records
* Monitoring attendance
* Dealing with bookings and cancellations
* Handling tuition fees
* Assisting tutors – setting up classroom for lesson; helping children who need extra support; assisting teachers with lesson planning and managing class behaviour

**Volunteer work****Webbz tuition centre | Nairobi, Kenya | Teaching assistant Oct 2010 – Jun 2011*** Assisted the English teacher
* Provided extra support for pupils struggling with classwork
* Helped with marking
* Introducing fun activities I learnt at school
* Shared cultures
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|  |  | EducationSaxon Court Language School Apr 2017 – Jul 2017CELTA certification University of Plymouth Oct 2011 – May 2015BSc in Business Management |
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|  |  | Skills* Native English speaker and fluent in Somali
* Technology proficient – Word, Office, Excel, Power point etc
* Ability to build good working relationships with both pupils and adults
* Good organisational skills
* Flexible and creative
* Enjoy working with children
* Patient and have a sense of humour
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Reference available upon request