

Cayna Jassi

Administrator

Cayna started at Little Ilford School in January 2022 as an Apprentice. She is extremely confident in using SIMS and has experience in managing a large workload, multiple complex tasks and have the ability to meet required deadlines. She has come across some challenges during her time at Little Ilford, which has allowed her to grow both as a person and as a professional. Cayna understands the importance of safeguarding and keeping children safe. Working In a school has given her a lot of knowledge and commitment to the staff and students.

During Cayna's time at LIS, she has been introduced to new systems such as Microsoft, Google, Satchel One, PS Connect and Evolve. Shared spreadsheets have also been put in place to enable constant communication between staff, ensuring Safeguarding is adhered to. She has developed an excellent ability to form and maintain appropriate relationships and personal boundaries with students, remaining approachable and emotionally intelligent in order to build trust, whilst exercising integrity and the highest professional standards at all times.