



**LAURA SCOTT – ADMINISTRATION OFFICER**



I am currently an Admin Officer for Polaris Learning and have been here for 2 years, my role includes processing finances and sending pay to the accountants, helping out with any issues or queries that come in through the office and supporting our two new members of staff and teaching them the jobs they will be doing.

I was at Meldrum Academy for 4 years, whilst I was at school I had a part time job working at Oldmeldrum Fish Bar which I had to leave when leaving and getting a full time position in Childcare. My role in the company was a nursery assistant; I was looking after children between the ages of 2-3 years old, with a number of different jobs to carry out on a day to day basis, I worked there for just over a year when going on Maternity leave to have my Daughter.

My interests out of work are:

- Spending time with my Daughter and Fiancé as well as the rest of my family.
- I enjoy driving and going out to see my friends
- Listening to music
- And going out for meals