

Department and Post Details

Role: Receptionist / Administrative Assistant

An enthusiastic person is required to work as part of a flexible team in a busy environment with a high volume of rewarding work activities. The role will act as front of house receptionist providing administration support to the college's office and student information functions. The post holder will be encompassed into the Student and Information Services Team under the guidance of the Director of Student and Information Services and will work closely with the SIS team ensuring that the college and students' needs are met and that all work is carried out in accordance with agreed College procedures and quality standards.

The successful candidate should be able to demonstrate a professional and approachable manner with excellent administration and communication skills.

We are keen to appoint a flexible and approachable person who will help us to create a welcoming atmosphere for visitors, staff and students by supporting the teaching and learning within College and providing high-quality support for College events and activities.

Post Focus:

- delivering and supporting reception duties
- day-to-day administration duties
- supporting students and staff in their environment
- provision of a basic level of cover as required for other areas within the remit of the Student and Information Services team

The exact nature of the duties described is subject to periodic review and is liable to change. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and its grading.

Applicants selected for interview:

Applicants who are shortlisted may be provided with an opportunity to present their skills with an office-based task. Details will be provided to shortlisted candidates on the day of the interview.