



## **Receptionist/Administrative Assistant**

Sir John Deane's Sixth Form College (Northwich)

£23,162 - £23,585 per annum for full time

£20,756 - £21135 actual salary

Judged as "outstanding" by Ofsted, the warm and welcoming community of Sir John Deane's College is looking to appoint an enthusiastic and efficient Receptionist to provide a friendly, caring and informative reception service to students, colleagues and visitors.

At the College we are extremely proud of our students' achievements and we have a strong ethos of ambition and aspiration which runs through all aspects of College life. The College is a great place to work with a beautiful, modern campus. Colleagues are recognised for their hard work and we offer a wide range of benefits such as a free onsite car park, onsite coffee shops, Christmas closure period, a significantly enhanced occupational pension scheme plus many more.

We are committed to Equal Opportunities and positively welcome applications from every section of the community. The ability to fulfil all spoken aspects of the role with confidence through the medium of English is essential. Sir John Deane's is also committed to safeguarding and promoting the welfare of children and young people and therefore appropriate safeguarding checks including a Disclosure and Barring Service (DBS) check will be made prior to appointment. We promote the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance and we expect all staff and volunteers to share our commitments.

### **The Post**

Student Services is at the heart of the College and the successful candidate will have an opportunity to work with every department in the College and have a direct influence on the experience of students at the College. The role will be an interesting mixture of front desk, telephone and administrative duties.

Whilst the focus of this position will be reception, you will play an active role in supporting the wider needs of the Student Services department to include admissions, student absence, reprographics and examinations.

Applicants should have experience of delivering high levels of customer service, have good IT skills and should be able to manage difficult and unexpected situations with patience, courtesy and diplomacy.

Ideally starting at the start of the new academic year on **22<sup>nd</sup> August 2024**, the post is 37 hours per week, term time only plus 2 weeks in the College holidays. Some occasional evening and Saturday work will be required to support information and open events.

## **Closing Date for Applications**

The closing date for applications is **12.00 noon** on **Wednesday 3<sup>rd</sup> July**. Interviews provisionally scheduled for **8<sup>th</sup> or 9<sup>th</sup> July 2024**.

If you are interested in applying for this role, you are strongly encouraged to get your application form submitted at the earliest opportunity, as we reserve the right to close our adverts earlier than advertised where sufficient applications have been received.

We wish you every success in the process of applying for a post at Sir John Deane's. Sir John Deane's is a wonderful College and we hope you can make your own contribution to our community.

Chris Atherton  
**Principal**