



Job Vacancy Front Office Administrator / Receptionist

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| Working Hours: | 37 hours per week 8.30 am to 4.30 pm, Monday to Thursday 8.30 am to 4.00 pm, Friday |
| Working Weeks: | Term-time, enrolment week, plus two additional weeks during the summer holidays (41 weeks in total) |
| FTE: | 0.901 |
| Salary: | Points 7 to 10 of the Sixth Form Colleges Support Staff Payscale – £19,169.08 to £21,055.98 per annum (£21,273.00 to £23,367.00 per annum FTE) |

Greenhead College is located on an attractive campus close to Huddersfield town centre, adjacent to the picturesque Greenhead Park. We are a short drive from the M62 and within walking distance of the train and bus station. Therefore, the College is an easy commute from much of the Northwest and Yorkshire.

The College provides outstanding education to approximately 2750 students, who study predominantly A Level courses. The philosophy of the College is based on the principle that each student and staff member is an individual and to be valued. According to the Government performance tables, Greenhead is currently the top performing Sixth Form College in the Yorkshire and the Humber for A Level results and third best nationally.

In March this year, the College was once again graded 'Outstanding' by Ofsted, with no areas of weakness identified. This is testament to the resilience, ambition and success of our students, and the hard work of staff. Therefore, Greenhead is both a successful and significant Sixth Form College, with an outstanding local and national reputation.

The College is a great place to work, with a warm, inclusive atmosphere between all staff and students. The College offers a wide range of employee benefits such as free onsite staff carpark, generous holiday entitlement, a significantly enhanced occupational pension scheme, free use of the College gym, cycle to work scheme, plus many more.

The College wishes to appoint a Front Office Administrator / Receptionist. The post-holder will provide an accurate and efficient clerical service in the College's front office, work on the busy switchboard and reception, and support the Front Office Supervisor with a range of administrative tasks.

The role would suit an excellent communicator and a strong administrator, with experience using email, Microsoft Word and Excel.

The full job description and list of criteria required for this role is detailed within the job description and person specification. Please indicate how you meet the criteria when completing your application.

If you are interested in this vacancy, please visit the Greenhead College website to complete and submit the following documents:

- Greenhead College application form;

- Equality and Diversity form;
- A supporting letter of application, with CV, if you consider it useful.

All applications should be submitted to Jen Rothery, Human Resources Advisor, as an email attachment to jobs@greenhead.ac.uk

The closing date for applications is Wednesday, 30 November 2022 and interviews will be held shortly after.

If you apply and are unsuccessful in being called to interview, can we thank you in advance for your time and trouble in making this application. Due to time constraints it would be impossible to respond to everyone individually - we hope that you will understand.

Greenhead College is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to safer recruitment checks, including an enhanced DBS check and satisfactory references. This position is working in regulated activity and therefore exempt from the Rehabilitation of Offenders Act 1974. Applicants will be required to self-disclose particular criminal convictions should they be shortlisted for interview. Further details can be found within the DBS filtering guide at <https://www.gov.uk/government/publications/dbs-filtering-guidance>

Greenhead College is committed to Diversity and Inclusion and welcomes applications from all sections of the community.