



Job Vacancy

Front Office Administrator / Receptionist (Maternity cover)

Salary:	£19,278.11 to £21,055.98 (£21,394.00 to £23,367.00 per annum FTE)
Working hours:	37 hours per week, term-time only, enrolment week, plus two additional weeks in the summer holidays (41 weeks per year)
FTE:	0.901
Contract type:	Maternity Cover – Fixed-term contract from 29 August 2023 until 12 April 2024
Reports to:	Reception Supervisor
Closing date:	Wednesday 24 May 2023
Interview date:	To be confirmed
Start date:	Tuesday, 29 August 2023

On behalf of Greenhead College, thank you for your interest in the post of Front Office Administrator / Receptionist. We are pleased that you are considering Greenhead College as the next stage in your career, and we hope, subject to matching our criteria, you will apply.

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 2022, 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 existing between students and staff. Our staff are recognised for their hard work and are encouraged to inspire each another, and to develop and grow. We are proud to have a strong and able Senior Leadership Team, experienced Governors, and a team of highly skilled teaching and support staff who work collaboratively to deliver the College's mission, values and strategic objectives. The College offers a wide range of employee benefits such as free onsite staff car parking, generous holiday entitlement, a significantly enhanced occupational pension scheme, free use of the College gym, cycle to work scheme, plus many more.

The Front Office Administrator will be responsible for providing a reception service, as a first point of contact for students, staff and visitors to the College. Duties will also involve taking phone calls, sorting post and undertaking a range of administrative tasks.

We are seeking applications from individuals with strong IT and administrative skills and experience working within an office environment. Applicants should be excellent communicators, comfortable working within a team but equally at ease using their own initiative to solve problems that come their way.

If you are interested in this vacancy, please complete and submit the following documents:

- Greenhead College application form;
- A supporting letter of application indicating how you meet the criteria within the job description and person specification;
- Equality and Diversity form.

All applications should be submitted to Jen Rothery, Human Resources Advisor, via email address jobs@greenhead.ac.uk

The closing date for applications is Wednesday 24 May 2023 and interviews will be held shortly after the closing date.

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.