

Job Advert Reception/Student Services

We have an exciting opportunity for you to join our team.

We are looking for someone to work three days per week in student services.

Our student services team is a small friendly team who provide admin support to departments, manage our reception area and are the first point of contact for students.

Duties will include maintaining the asset register, running reports on our Information Management System (SIMS), first aid (training will be given), assisting parents and pupils with queries, dealing with the pupil absence phone line and general admin duties as well as working on our reception.

Hours of Work: 8.00 – 2.30, Wednesday to Friday.

Salary: NJC Grade 3, £24,796 pro rata'd. Actual salary £10,141.39

Closing date: 26th September 2025