The National College for High Speed Rail is a brand new incorporated FE College that has been established to train the next generation of the rail workforce. Covering the breadth of the rail industry from design to people experience, construction, maintenance and operations, the College is training learners from the age of 19 in a range of Higher Apprenticeships and higher education qualifications. Learners who have attended the College will gain skills that enable UK employers to support the development and running of HS2 and future high speed rail projects at home and around the world.

The College’s vision is to pioneer technical excellence, setting new standards for collaboration and diversity in what will be a major growth industry for the UK in future years. We opened our doors to students in September 2017, with two main hub sites in Birmingham and Doncaster and a network of ‘spokes’ via partner arrangements across the UK.

We are now seeking a part-time Receptionist/Administrator at our Doncaster Campus. The successful post holder will be the first point of contact for students and any visitors to the College and be responsible for the administration and organisation of all aspects of activities at the main reception area. The role requires efficient multi-tasking and proactive attention to detail with a customer-friendly focus and due regard to the College’s policies and procedures.

**Safeguarding Statement:**
The National College for High Speed Rail - Doncaster is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.