

## Admissions Assistant (PLA) (City of Newport Campus)

School:	Coleg Gwent	Posted:	10th October 2019
Location:	Newport, Newport	Expires:	24th October 2019 12:00 AM
Contract Term:	Fixed term contract	Start Date:	As soon as possible
Salary:	£19,442 - £21,621	Job ID:	1070217
Hours:	Full Time	Job Reference:	09200038



Coleg Gwent

**COLEG  
GWENT**

**City  
of Newport Campus**

**Admissions Assistant (PLA)**

**£19,442  
- £21,621**

**37.00 hours  
per week (Fixed Term 30/06/21)**

We are looking to appoint a motivated and flexible individual to join the Admissions Team. This is an exciting opportunity to work with the new Welsh Government initiative of Personal Learning Accounts (PLAs).

If you have a can do attitude, excellent customer care experience and have a working knowledge of all office packages including Excel, Outlook and Word we would like to hear from you.

Welsh language skills are essential.

If not you will be required to make the commitment to learn to do this within two years. You will be fully supported by the College to do this.

Applications may be submitted in Welsh and will not be treated less favourably than applications submitted in English.

The College is committed to safeguarding, ensuring the safety and welfare of children and young people. Employment is subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

Please note that successful candidates will be expected to pay for the Enhanced Disclosure.

We particularly welcome applications from candidates who speak languages other than English and also from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion, in line with our Equality Opportunities policy. All campuses are accessible and facilities such as prayer rooms are available.

We are committed to the recruitment and retention of disabled people, and are a Disability Confident Employer.

**Closing**  
**Date: 23/10/2019**

**Interview**  
**date: 05/11/2019**

**Safeguarding Statement:**

Coleg Gwent 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.