

Receptionist

School:	Richard Taunton Sixth Form College	Posted:	28th October 2024
Location:	Hill Lane, Southampton, Hampshire SO15 5RL	Expires:	11th November 2024 12:00 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£22,080 FTE	Job ID:	1450513
Hours:	Part Time		



Receptionist

26 hours per week (1pm - 6.30pm Monday to Thursday. 1pm - 5pm Friday)

52 weeks per year

Salary: Support Staff Scale Point 20 (£22,070 FTE)

We have an exciting opportunity available for a Receptionist to join our Trust Administration Team. This role is based at Richard Taunton Sixth Form College.

This role will support the smooth and efficient service we provide to our students and staff by providing front-of-house support, updating student records and data as well as undertaking mailing and correspondence.

Our ideal candidate is:

- Well motivated, passionate and organised
- Has excellent IT skills
- Possesses excellent customer service skills and has a keen eye for detail

Closing date for applications: Monday 11th November 2024 at 12pm

Interview dates TBC

Safeguarding Statement:

Richard Taunton Sixth Form College 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.