

Skills Centre Receptionist/Administrator

School:	West Thames College	Posted:	15th May 2025
Location:	London Road, Isleworth, Middlesex, Greater London TW7 4HS	Expires:	4th June 2025 11:59 PM
Contract Type :	Permanent	Start Date:	As Soon As Possible
Salary:	£11,421 - £11,929 pa inclusive	Job ID:	1485639
Hours:	Part Time	Job Reference:	SLC2018



West Thames College

West Thames College is one of the most exciting and successful colleges of further and higher education in London and our vibrant campuses in Isleworth and Feltham have some of the best facilities in the country.

We have a reputation for giving excellent support to our diverse student population. Staff are well supported within a culture of continuous professional development and are encouraged to take on new and more senior roles within the college. Facilities across our campuses in Isleworth and Feltham are state-of-the art with good public transport links and free staff parking.

We are a values-based and highly inclusive college, serving a vibrant and diverse area, and making a positive contribution to wider social and economic agendas. We offer courses from pre-entry through to Higher Education, Apprenticeship and Traineeship programmes to meet the skills needs of our students aged 14 upwards.

At West Thames College we are committed to safeguarding our students. The safety of students continues to be a primary focus. We practice safe staff recruitment and check the suitability of staff and volunteers that work with young students or vulnerable adults. Please note that it is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

The purpose of the post is to work as part of a team, providing an administrative support and reception service to all staff, students and visitors to the Skills Centre

Full details of the post can be found in the Job Description and Person Specification.

Safeguarding Statement:

West Thames 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.