



FURTHER INFORMATION

Reception and Admissions Assistant

Term Time + 1 week – 25 hours x 40 weeks per year (One Year Contract)

The Post

The College is seeking to appoint a Reception and Admissions Assistant to join an existing team. Whilst the post holder may have some specific responsibilities of their own, this is primarily a team role, working closely with the Reception and Admissions Office.

The role is to assist the Receptionist in welcoming visitors to the College. You will assist with general telephone enquiries and those related to Admissions, as well as providing administrative support to the Admissions Manger.

Hours:

This part-time post is 5 days per week. Working hours for this role are 25 hours per week, 9.00 – 2.30 pm (Mon-Fri) excluding 30-minute lunch breaks. One week of cover will be required in the summer holiday period.

Salary:

Actual salary will be £14,478 per annum inclusive of fringe area allowance.

Completed application forms should be returned to:

The HR Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB
Email: jobs@esher.ac.uk

Closing Date: 9.00am Monday 26th June 2023

Interviews to be w/c 3rd July 2023

