

Senior Receptionist

Dates:	Apply by Monday 9 December 2024 To start ASAP
Salary:	Grade 5 (SCP 6-11 - £25,183 - £27,269 FTE) (Actual pro rata salary based on 44.09 weeks payable - £20,862 - £22,590)
Hours:	36.25 hours per week; 38 weeks per year
Location:	Burnley, Lancashire
Contract term:	Permanent

Unity College is currently seeking a highly organised and enthusiastic Senior College Receptionist.

In this vital role, you will be the welcoming face of our college, greeting visitors, staff, and students at the main reception desk. Your responsibilities will include operating a busy switchboard and performing a variety of administrative tasks to support our reception team.

The ideal candidate will have a flexible and friendly demeanour, along with exemplary customer service skills to handle telephone and face-to-face enquiries. You will play a key role in ensuring the smooth and efficient operation of our reception area in a supportive and professional manner.

The successful candidate will be committed to the vision and values of the College, demonstrating these at all times within their role.

We offer:

- a high level of support for all new staff
- an exciting and stimulating place to work in a friendly environment
- a modern, purpose-built building and excellent facilities

You will:

- share the College's very high expectations
- be committed to working collaboratively with colleagues, students and parents
- be enthusiastic about giving young people the best possible start in life

Unity College is a co-educational, 11-16 college. We are one of the largest 11-16 secondary school in Lancashire, with 1500 students on roll.

For further details about the post including details of how to apply, please visit <https://unity-college.com/vacancies/> or contact Joanne Lever, HR Manager: j.lever@unity.lancs.sch.uk. The closing date for applications is **Monday 9 December 2024** at 9.00am. Interviews will take place on a date to be confirmed.