

Waltham Forest College

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Job Title: College Receptionist

Location: East London

Hours: 36 hours per week, 52 weeks per year

Salary range: £20,686 – £22,719 p.a. including London Weighting

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted. We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success.

We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners. Even though this role has been advertised as full-time, we would welcome candidates who are interested in a part-time role and want to job share.

The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges in a student-focussed role. Your responsibilities as a Receptionist will range from supporting the day to day operational needs of the Learner Services Department, which include greeting customers and providing an overall welcoming environment, answering calls and fielding them accordingly, performing ad hoc administrative duties as needed.

To be successful in this role you will be proficient in Microsoft suite including Outlook, have good attention to detail, flexible in your approach to work, and have the ability to work on your own initiative as well as be a team player.

If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and free onsite parking, cycle to work scheme and Sodexo benefits scheme.

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

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Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 10 July 2022

Interview Date: TBC

***Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview before the closing date*.**

Please download the application form and submit to human.resources@waltham.ac.uk