



ARTHUR MELLOWS VILLAGE COLLEGE

Part of the Four Cs Multi Academy Trust

College Roll: 1314 Sixth Form: 341

Head of College: Mr Gilligan



ADMINISTRATOR – STUDENT SERVICES

37 hours per week

Term time plus 10 days (includes training days)

Role A Monday to Thursday 8.00 am to 4.00 pm, Fridays 8.00 am to 3.30 pm

Role B Monday to Thursday 8.30 am to 4.30 pm, Fridays 8.30 am to 4.00 pm

Grade 5 Point 5

Actual Salary £20,640

Are you a people person with a passion for delivering exceptional service? Do you thrive in a dynamic environment where no 2 days are the same? If so, we have the perfect opportunity for you!

This is an exciting opportunity to join our dynamic and friendly team. The successful candidates will be effective communicators, proactive and able to work efficiently and flexibly. The ability to prioritise workload, be organised and remain calm in a busy environment is paramount.

The roles involve providing an outstanding receptionist service for students at the College. Main tasks will include the maintenance of the computerised attendance records and all areas of the College's student database. In addition, the successful candidates will undertake general secretarial duties responding to enquiries and passing appropriate messages to staff.

Informal enquiries are encouraged. Please contact Debbie Sanderson on 01733 254070, full details of the post can be found on the College website.

If you are interested in these roles please complete an Application Form which is available on the College website www.arthurmellows.org and return it to us with a letter of application to vacancies@arthurmellows.org

Closing date: 9.00 am on Monday 17 June 2024

We reserve the right to close the job advert early should we receive a high number of applications.

The Four Cs MAT is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an Enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates. Helpston Road, Glington, Peterborough PE6 7JX Tel 01733 252235

