

Vacancy - Receptionist

Required for: 1st September 2026

Permanent Contract – 37 hours per week, term time only plus training days

Salary Range: Grade 4 SCP 3 - 5 £24,796 - £25,583 (Actual pro-rata salary: £21,280 - £21,955)

The Engineering UTC is seeking to appoint an enthusiastic, professional, and highly organised Receptionist to join our friendly and dedicated team.

As the first point of contact for visitors, parents, students, staff, and external agencies, you will play a vital role in creating a positive first impression of the UTC. As the face of our college, you will provide a warm, welcoming, and efficient reception service while ensuring that all enquiries are handled professionally and courteously.

This is a varied and rewarding role that requires excellent communication and customer service skills, along with the ability to remain calm under pressure, prioritise competing demands, and work effectively in a busy environment. No two days are the same, so we're looking for someone who is adaptable, proactive, and enjoys working as part of a team.

The successful candidate will have strong administrative skills, a keen eye for detail, and a positive, "can-do" attitude. They will be confident using a range of IT systems, able to multitask effectively, and committed to delivering an outstanding service to everyone who visits or contacts the UTC.

If you are friendly, approachable, well organised, and thrive in a fast-paced environment, we would be delighted to hear from you.

The UTC is a 13-19 college (PAN 600) in Scunthorpe town centre which is supported by an impressive list of local, regional, national and multi-national companies and by educationalists with a track record of success. Our students follow specialism pathways in either Engineering or Health Sciences. As well as providing students with high levels of technical skills these specialisms are the inspiration for underpinning learning in the main STEM subjects.

The UTC curriculum and ethos enables students to become confident and independent through active and experiential learning. We have a very friendly ethos, with positive relationships at the heart of our vision.

The UTC is committed to safeguarding and promoting the welfare of children. All appointments will be subject to a satisfactory enhanced DBS disclosure

Completed application forms should be returned to our Business Manager, Mrs Jo Wilby - j.wilby@enlutc.co.uk

Closing Date: Friday 7th August 2026 at 3.00 pm

Interview Date: Wednesday 12th August 2026