



Administrative Assistant

Post	Administrative Assistant
Type of Contract:	Full Time / Maternity Cover
Start Date:	As soon as possible
Scale:	Grade 4 / 52/52 contract (£16,491 to £17,419)
JE Code:	AG2
Responsible to:	G Crichton
Closing Date for Applications:	9am Friday 2nd February 2018
Interview Date:	Wednesday 21st February 2018

Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold our fundamental standards of **pride, respect** and **achievement** with **all stakeholders** and ensure that all students receive the highest standard of bespoke support.

The successful candidate will be based primarily in one of our two college reception areas. They will undertake reception duties, answering general telephone and face to face enquiries from students and other stakeholders. They will provide routine general clerical, administrative, financial support to the school. They will also assist with pupil welfare duties, providing first aid, looking after sick pupils, liaising with staff and parents.

This post is a 52/52 contract as it will require some work outside normal College hours and during school holiday periods. Start and finish times for the Reception Team are determined by College need and therefore a degree of flexibility by the successful candidate will be required.

All post information can be downloaded either from this advert or from

<http://www.burnsidecollege.org.uk/vacancies/administrative-assistant/>

If you would like more information about this post please contact Mrs G Crichton. Please provide a covering letter, along with your completed application form, in which you outline how your skills and experience meet the person specification (no more than one side of A4). Completed applications should be returned to Mrs G Crichton, Burnside Business and Enterprise College, St. Peter's Road, Wallsend, NE28 7LQ or electronically to g.crichton@burnsidecollege.org.uk

Telephone: 0191 2598500

Burnside is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance.