



Apprentice College Receptionist and Administrator

35 Hours a week, 08:45-15:15 37 weeks per year, £4.30 per hour

Apprenticeship duration – 18 months

Trinity Specialist College is a Post 19 Further Education College and day placement centre providing up to a 36-week provision for students with learning differences and behaviours that challenge, disabilities and Autism.

We cater for a small number of students at 'The Lindridge'; a converted and much extended farmhouse located in a beautiful rural setting.

We are looking for a customer focussed Receptionist & Administrator Apprentice to learn and help to provide a professional and comprehensive reception service and administrative support to the College. You will be a committed and hardworking team player who will support the learners, staff, parents and visitors in continuing to raise the profile and ongoing success of the college.

The successful applicant will work towards a level 3 qualification in Business Administration.

We reserve the right to close this vacancy early should we receive an overwhelming response. Head to our website to download an application form, job description and person specification.

www.trinityspecialistcollege.co.uk/job-vacancies

Please submit your application form by post, in person or electronically to recruitment@trinityspecialistcollege.co.uk

We are committed to safeguarding and protecting the welfare of young adults and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Closing date: 31st January 2022