

Hampstead Fine Arts College
Receptionist and PA to the Principal



Permanent position

Start date: June 2023

Report to: Principal

Salary: Competitive

This is an exciting opportunity for an enthusiastic and self-motivated person.

We are a leading Sixth Form College specialising the Arts, Humanities and Social Sciences with around 230 students on roll. We have a distinctive ethos and an enviable reputation for excellence in both academic and creative subjects as well as in our pastoral care. We encourage an atmosphere of mutual respect in which individual talents and ambitions are supported and helped to develop.

The successful candidate will have excellent personal and organisational skills, a friendly, efficient manner and will be able to undertake a broad range of administrative tasks with enthusiasm and initiative.

Full job description attached to advert

Closing date: 18th April at 9 a.m.

Applications will be reviewed as they arrive. We reserve the right to close this advert early should a suitable applicant be found.

Hampstead Fine Arts College is committed to safeguarding children and young people. All post holders are subject to a satisfactory enhanced DBS disclosure and a check of their career history. This post is exempt from the Rehabilitations of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020

The following policies should also be reviewed as part of this advert:

- Child protection and Safeguarding Policy
- Safer Recruitment Policy
- Application form