

Post 16 Centre Administration Assistant

Contract: Permanent / Term Time + 1 week

Working Days: Monday – Friday

Weekly Hours: 37 hours

Pay: Spine Point 5 £25,159pa FTE (Actual £22,069pa)

Join our JL Humber team and play a key role in creating a welcoming, supportive and well-organised environment where students can thrive and achieve their ambitions.

This is a rewarding and varied front-facing role where you will provide high-quality reception and administrative support, helping to ensure the smooth day-to-day running of the centre. As the first point of contact for students, staff, visitors and external stakeholders, you will deliver an outstanding customer experience and play an important part in supporting students throughout their learner journey.

Working closely with the Centre Lead, you will support a range of key student-facing and operational processes, including attendance monitoring, bursary applications, student payments, transport arrangements and learner communications. You will help ensure students receive timely support and guidance whilst maintaining accurate records and contributing to the efficient operation of the centre.

You will work collaboratively with colleagues across John Leggott College, supporting key events such as Induction and Enrolment Days, Parents' Evenings and Open Events. You will also liaise with central college teams to ensure students at JL Humber can access the full range of support services available across the college.

The role is primarily based **at JL Humber**, with regular travel to the main John Leggott College campus in Scunthorpe, normally two days per week, and at other times as required for meetings, training, enrolment activities and operational support.

We are looking for an organised, proactive and approachable individual with excellent administrative and customer service skills. You will be confident managing a varied workload, communicating effectively with a wide range of people and working both independently and as part of a team.

Most importantly, you will have a genuine passion for supporting young people and helping them achieve their full potential. Whether welcoming visitors, assisting students with enquiries, maintaining records or supporting college events, your contribution will make a real difference to the experience of every learner at JL Humber.

Why Join Us?

At JLC, we offer more than just a place to work. You'll become part of a collaborative, innovative and supportive community where staff and students thrive together. You'll have access to ongoing professional development, supportive colleagues and the opportunity to make a meaningful difference in students' lives.

Additional Benefits

- Collaborative work culture with opportunities for personal and professional growth.
- Supportive, inclusive and innovative working environment.
- Access to professional development and training opportunities.
- Opportunity to positively impact the lives of young people.
- Term time working plus one additional week.
- Free onsite parking.
- Catering facilities.
- Access to an extensive range of staff discounts.

How to apply:

For further details on the interview process or to arrange a visit, please contact our HR team at humanresources@leggott.ac.uk

To apply, please complete an application form available at [Staff Vacancies | John Leggott Sixth Form College](#) and send it to the HR Team as we are unable to accept CV's

Join us and help students thrive at one of the region's leading Sixth Form Colleges. Make a real difference at JLC!

The closing date for applications is 9am Monday 13th August 2026

Interview date is Tuesday 18th August 2026

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.