

Receptionist

Full Time - Permanent – Term Time + 1 Week

SSP3 £24,759pa FTE. Actual £21,718.



Join John Leggott College at the Heart of Student Services

We are seeking to appoint a friendly, professional and well-organised Receptionist to join our college. You will play a central role in the daily operational flow of the college, acting as a key link between students, visitors and support services.

This role sits at the heart of the college and plays a key part in ensuring a welcoming, safe and well-run environment.

As the first point of contact for the college, you will greet visitors in person, manage telephone enquiries through the college switchboard and respond to a wide range of queries with efficiency, professionalism, and discretion. You will project a positive image of the college at all times and contribute to a calm, pleasant and orderly reception area.

You will be responsible for ensuring the reception and waiting areas remain welcoming throughout the day. The role will involve coordinating courier collections and deliveries with external providers and providing general clerical and administrative support to staff as directed by your line manager.

You will also play a key supporting role in Student Services, particularly in assisting with bursary administration and student enquiries.

In return, we offer a rewarding role within a supportive and community-focused environment, where you will make a meaningful contribution to the college's day-to-day service and visitor experience.

Salary: Support Staff Point 3 £24,759 per annum full-time equivalent. £21,718 actual.

We can only shortlist candidates who have completed an application form and submitted the application to humanresources@leggott.ac.uk

If you have any questions or need any further information, please feel free to contact the HR Team on 01724 700195 or email humanresources@leggott.ac.uk

The closing date for applications is 29th July 2026 at 09:00am.

Interviews will be confirmed after shortlisting.

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.