

Principal: Nicola Cooper BA (Hons), NPQH

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Tyne and Wear DH4 5BH www.kepier.com



**Kepier**  
Believe in you

## **Front Office Administrator**

**37 hours per week**

**Full Time Permanent**

**NJC – Point range 14-17**

**£16,781 - £17,772**

**Start date: 1 January 2018 or earlier by negotiation**

We have an exciting opportunity available for an experienced Front Office Administrator to join our team at Kepier.

The successful candidate must have a proactive and flexible approach, be confident in working effectively within a busy environment, and be capable of dealing with multiple tasks.

The individual must also demonstrate high levels of customer service, interacting effectively with a broad range of people including learners. The right candidate will have a good standard of IT skills, specifically high standards of word processing. The experience or the ability to carry out administrative tasks, including the ability to present work clearly and professionally, is essential, as well as work under pressure and have the ability to prioritise tasks within a fast moving environment.

If you are friendly, motivated and enthusiastic we'd love to hear from you!

Application form, job description and person specification are available on-line at [www.kepier.com](http://www.kepier.com). Applications should be returned to Mrs Christine Stobbart, HR Officer, via email to [stobbartc@kepier.com](mailto:stobbartc@kepier.com), no later than noon Friday, 17<sup>th</sup> November 2017. Please note applications can only be accepted on the Kepier application form available on-line; applications by CV only will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore will be subject to a DBS check from the Disclosure and Barring Service.

Kepier Safeguards and protects its students and staff by being committed to respond in accordance with Sunderland Local Safeguarding Board Procedures.

Applicants who have not been contacted within 2 weeks of the closing date should assume they have been unsuccessful.

Registered Office:  
Dairy Lane, Houghton-le-Spring,  
Tyne and Wear DH4 5BH  
Company Registered in  
England and Wales:  
Registered Number 07693870

