**College Information Advisor**

Full-time | Permanent | £18,328 - £18,354 per annum

We are looking for an experienced receptionist, with a passion for delivering outstanding customer service, to join our team.

The ideal candidate will have the ability to deal pleasantly and efficiently with a range of stakeholders at all levels, and have good presentation skills with a high standard of personal appearance and professional conduct.

In addition to your salary, you can expect an annual leave entitlement of 29 days, plus Bank Holidays and additional College closure days over the festive period. You will receive generous contributions towards your pension, CPD opportunities, and exclusive access to discounts at various UK attractions, restaurants, travel and theatre.

At City College Plymouth, one of the country’s largest providers of quality education and training, we are going through a period of transition to enable us to propel education into the future. We pride ourselves on delivering a learning environment and organisational culture that impact positively on the health, wellbeing and sustainability of our community and enables all our students and staff to achieve their full potential.

City College Plymouth is home to thousands of bright and enthusiastic students and 650 talented and experienced staff. You will be joining a college that is proud of its culture, where our core values of Respect, Ownership and Integrity are there to nurture and support a passion for teaching and learning, enriching our community through knowledge, experience and skills enabling every student to be the best they can be.

City College Plymouth is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The College is an equal opportunities employer.

**If you want to be rewarded well for investing in people’s futures - we want to hear from you! Apply now through the City College Plymouth recruitment portal at** [**www.cityplym.ac.uk/jobs**](http://www.cityplym.ac.uk/jobs)