



Our Lady Queen of Peace

Catholic Engineering College

Glenburn Road
Skelmersdale
Lancashire WN8 6JW

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mail@olqp.lancs.sch.uk
www.olqp.org.uk

Student Services Receptionist/ Administrative Assistant

Salary	Grade 4, point 4 – 6 (£24,404 - £25,183) pro rata Actual salary £18,357 - £19,032
Required	September 2025 or sooner (Starting in June/July is also possible)
Contract	Permanent
Hours of Work	37 hours per week, Term Time plus 1 week <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

Governors are seeking to appoint a friendly, organised, and passionate Student Services Receptionist. As the first point of contact for students, staff and visitors, you will play a key role in creating a positive, supportive atmosphere at our Student Services reception. You will assist with general enquiries, appointments and administrative support—helping students access the services they need.

The post holder will be expected to show commitment, flexibility, patience, professionalism, enthusiasm and the ability to work on his/her own initiative with excellent organisational and communication skills.

Application packs are available from our website www.olqp.org.uk or from the HR Manager, Mrs N Barber, or email n.barber@olqp.lancs.sch.uk.

Closing date for applications: **Friday 13th June 2025 at 9.00am**

Interviews: Tuesday 17th June 2025

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.



In Christ We Grow

'As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving'.