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| New ImageGateway College is a vibrant, multicultural sixth form college catering for around 1,300 students.  In April 2020, Gateway joined the Better Futures Multi Academy Trust (BFMAT). The following opportunity exists to join a strong staff team based at our campus in Hamilton, Leicester. **WORK EXPERIENCE ADMINISTRATOR (Ref: 23/12)****37 hours per week, term time only (plus two weeks)****Actual salary: £18,236 - £18,966** We are seeking to appoint an enthusiastic individual to our Careers and Employability Team. The College prides itself on having supportive, reflective, creative and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement. Staff and student feedback are embedded in our systems.**The Person** We are looking to recruit the right person. Attitude, values and mindset are critical features of all our staff. We want staff and leaders who bring their genuine self to everything they do and want to be involved in every aspect of college life. Good communication and computer literacy are essential. You will need to be organised, have a methodical approach to your work and be able to work flexibly under pressure.**Closing date: Friday 2nd June****This post is to commence on 14th August 2023.**Further details and an application pack can be obtained from [www.gateway.ac.uk](http://www.gateway.ac.uk) or [Teaching and education jobs in LE5 1GA | Tes](https://www.tes.com/jobs/search?displayLocation=LE5%201GA&point=52.65165047986789%2C-1.0731639464476637&maxdistance=0&keywords=). |