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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. **STUDENT SERVICES ADMINISTRATIVE ASSISTANT (Ref: 23/15)****14½ hours per week (Thursday and Friday), term time only** **Actual salary: £6,798 - £7,070** We are seeking to appoint an enthusiastic individual to our Student Services 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. Candidates will be able to assess complex numerical data and work accurately under pressure. Previous experience in data entry, and the use of Microsoft Office and databases is essential. Experience in customer services or I.A.G. services in an educational environment would be an advantage but not essential. Education to at least level 3 is required.**Closing date: Friday 2nd June**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=). |