



Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

University of Wales Trinity Saint David (UWTSD)

Module Name: Employability and Career Development

Module code: LCLM 4005

Assessment Title: Component 1

CV and Cover letter

CertHE Business Skills for the Workplace

Submitted by:

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Student ID: 2523890

Lecturer: Dian Mayasari

Submission Date:



EDGBASTON COLLEGE

Receptionist & PA

£24,000 pro rata | Quick apply | Expired



Edgbaston College
Birmingham

Job type: Part Time, Permanent
Start date: September 2024
Apply by: 22 July 2024

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Job overview

Job Overview

Our College

Edgbaston College is a selective independent sixth form college located in Birmingham. We are a college where every member of staff is valued. We aim to recruit the highest calibre of staff through all areas of the College. Edgbaston College is a community, and all staff work with a professional, committed and enthusiastic attitude.

We pride ourselves on our approach to teaching and learning, with small class sizes and an informal atmosphere ensuring that students are treated as individuals and build great relationships with staff.

Our Curriculum

We offer a flexible curriculum to suit students requiring one and two-year A-level programmed with regular testing, a maximum class size of 10 students

Applications closed

The Role

Edgbaston College wishes to appoint a receptionist to play a central front of house role within the College.

This is a permanent position for someone who can deliver high quality exemplary customer service, model positive partnerships and deliver an unrivalled first impression to all visitors to the college.

Job Description

The role requires you to be the first point of contact for all visitors to the college including parents, students, and suppliers; you'll be responsible for ensuring the smooth running of the reception area.

Job Requirements

As receptionist & PA to the Principal, you'll be required to:

- Efficiently manage visitor registration, ensuring accurate sign-in procedures and issuance of appropriate badges.
- Foster and maintain positive relationships with parents, students, and staff.
- Handle and address parental inquiries over the phone, directing calls to relevant personnel as needed.
- Conduct daily student registration for classes, maintaining precise records and updating the Engage software system.
- Receive and appropriately distribute deliveries at the reception.
- Ensure the reception area remains welcoming and well-organised, providing an informative environment for visitors.
- Assist the principal with various administrative duties, supporting the overall management of the college.

Key Features & Benefits

- Up to £24,000 FTE
- Term time only (37 weeks) Hours (8.30am - 3pm, Monday - Friday)
- Located close to excellent train and bus links in central Birmingham
- Free parking available for staff

How to Apply

If you feel you'd be ideal for the position, we encourage you to send your CV and cover letter (optional) to enquiries@edgbastoncollege.co.uk or apply through TES.

Start Date: September 2025

Recruitment Agencies

We advertise our vacancies to attract candidates and not agency suppliers. If we need agency assistance, we will reach out to our trusted partners. Any speculative CVs we receive will not be accepted as an introduction.

Equal Opportunities Disclaimer

Edgbaston College is an equal opportunities employer and values diversity. This school is committed to safeguarding and promoting the welfare of children. The successful applicant will be subject to an enhanced DBS check and will be expected to adhere to all safeguarding, welfare and health & safety policies and procedures of the school.

Safeguarding Disclaimer

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CURRICULUM VITAE (CV)

Marinela-Ana Matei

Mobile:07353848597

55 Nansen Road

Birmingham

B11 3BD

Marinela.matei123@gmail.com

PERSONAL PROFILE

I am a friendly, organised and professional individual with a strong interest in reception and administrative work. I understand the importance of providing excellent customer service, communicating clearly and creating a welcoming environment for visitors. I can work responsibly, manage tasks efficiently and maintain a professional attitude when dealing with different people.

I am keen to contribute to the smooth running of Edgbaston College by supporting the reception team, assisting students and parents, maintaining accurate records and providing administrative support to the Principal. I am also willing to learn new systems.

KEY SKILLS

Communication: Able to communicate politely and professionally with visitors, parents, students and colleagues.

Customer service: Committed to providing a helpful, welcoming and respectful service.

Organisation: Able to organise tasks, manage time and maintain an orderly working environment.

Administration: Interested in maintaining records, handling documents and supporting daily office activities.

Telephone handling: Able to take messages, respond appropriately to enquiries and direct calls.

IT skills: Experience with Microsoft Word, Excel, Outlook.

Attention to detail: Understands the importance of accurate information and record keeping.

Confidentiality: Understands the need to handle personal and sensitive information responsibly.

Teamwork: Willing to cooperate with colleagues to achieve shared objectives.

Problem-solving: Able to remain calm, assess situations and seek assistance when necessary and follow the college's policies on confidentiality, safeguarding and health and safety.

WORK EXPERINCE

I have previously worked before as a sales assistant at Zara & H&M.

- Welcomed and assisted customers, clients or visitors in a polite and professional manner.
- Responded to questions and provided accurate information.
- Organised daily tasks and completed responsibilities within deadlines.
- Maintained accurate records and handled information carefully.
- Worked with colleagues to ensure smooth daily operations.
- Resolved routine enquiries and referred more complex issues to the appropriate person.

QUALIFICATION

- GCSE
- A Level
- Level 3-4 Business

PERSONAL ATTRIBUTES

I am reliable, approachable, patient and willing to learn. I understand that working in a college requires professionalism, respect for students and visitors, and a commitment to safeguarding. I would aim to represent the college positively and contribute to an efficient and welcoming reception service.

REFERENCES

Available upon request.

COVER LETTER

Recruitment Team
Edgbaston College
Birmingham, B15 1PL

Dear Hiring Manager,

Re: Application for Receptionist & PA

I am writing to express my interest in the Receptionist & PA position at Edgbaston College. I am attracted to this opportunity because it would allow me to use my communication, organisation and customer service skills to support the college community and help ensure the smooth running of the reception area.

I understand that a receptionist is often the first person visitors meet when they arrive at an organisation. I would therefore aim to create a positive first impression by welcoming visitors warmly, communicating professionally and responding to enquiries in a helpful and respectful manner. I recognise the importance of building positive relationships with students, parents, staff and external visitors. I acknowledge that the role involves a range of responsibilities, including managing visitor registration, answering telephone calls, maintaining accurate student attendance records, receiving deliveries and providing administrative assistance to the Principal. I am prepared to approach these duties with care, attention to detail and a willingness to learn the college's procedures and systems.

I also appreciate the importance of confidentiality and safeguarding in an educational environment. I would handle personal information responsibly, follow the college's safeguarding and health and safety procedures, and refer concerns to the appropriate member of staff.

I believe that my previous experience and qualifications as stated in my CV would help me contribute positively to the college. I am keen to develop my administrative abilities further and would welcome the opportunity to demonstrate my commitment, reliability and professional attitude.

Thank you for considering my application. I would welcome the opportunity to discuss my suitability for the position at an interview.

Yours faithfully,

Marinela-Ana Matei

Mobile: 07353848597 - Marinela.matei123@gmail.com