



Skills for People
4 Glendale Terrace
Newcastle upon Tyne
NE6 1PB

March 2024

Dear Applicant,

Thank you for your interest in the post of **Administrator/Receptionist**. In this pack you will find:

- An application form
- A job description
- A person specification
- The main terms and conditions of employment for this post
- Information about Skills for People
- A privacy notice about how we will use your information
- An Equal Opportunities Monitoring Form.

The closing date for applications is **4pm on Monday, 15th April 2024**.

The interviews for this post will be held during the week beginning 29th April 2024. Tell us in your application if this date is not convenient as we may be able to arrange another date.

Your application can be posted to the address above or emailed to:

jobs@skillsforpeople.org.uk. Please mark the subject line as **Administrator/Receptionist** post.

Yours sincerely,

Liz Wright
Chief Executive

Tel: 0191 281 8737 | **Email:** Information@skillsforpeople.org.uk | **Web:** www.skillsforpeople.org.uk

Skills for People is a company limited by guarantee registered in England under no. 3487635 and is a Registered Charity no. 1069993