



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

August 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 Friday, 6th September 2024**.

The interviews for this post will be held late September 2024. Please tell us in your application if there are any dates you are not available.

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

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