**Insert institute/department name**

**Insert section/centre here (if relevant)**

**Job Title:**

**Salary:** *refer to the SGUL pay scales, plus London Allowance, per annum*

**Post Type:** *Permanent, Fixed Term Contract either full time or part time 0.2 – 0.8 FTE*

**Reference:** *provided by HR*

*Brief description of the role (no more than 50 words)*

*For example:* We are looking to appoint an exceptional person to join [department, centre, or team] and provide a highly professional, proactive [details]. The post holder will play a frontline role in our HR team and provide a close interface with University staff on [details]. We would like to hear from highly competent candidates who have recent achievements in [details, eg or who have experience of working in a busy office environment dealing with a varied amount of enquiries] who is keen to progress their skills in a University setting.

Key attributes of the successful applicant (*no more than 50 words*) include:

* Successful track record in [details]
* Accurate worker and high attention to detail including when under pressure
* Passion for delivering a great service and good customer service
* High level of prioritisation and organisation to manage a high volume of work and priorities effectively
* Strong organisational, time-management and communication skills
* Enthusiasm and personal initiative to solve problems, a self-starter with ability to work unsupervised

For further information about this position and to apply, visit <http://jobs.sgul.ac.uk>.

We welcome and encourage applications from underrepresented groups, especially from people with disabilities and/or people from ethnic minority backgrounds.

Flexible working, including part-time or reduced hours of work, opportunities to work from home for many posts, compressed hours and local flexibility in agreeing start and finish times of work are among the extra benefits offered by St George’s, University of London.

**Please quote reference:** [above job reference]

**Closing date:**

**Interview date**: