**Ts and Cs + Weymouth College Benefits**

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| Job Title: Business Administrator  |
| Hours: 16 hours per week | Contract Type: Fixed Term – August 2024 |
| Location: Osprey Quay, Portland.  | Salary: NLW |
| Annual Leave: 25 days per year plus bank holidays (pro rata for part time hours). 2 week Christmas closure  |  |
| Generic Benefits  |
| * Access to generous pension schemes
* Discounted rates at on site nursery
* Strong support for continual learning and development with dedicated CPD learning days and access to college learning opportunities
* Family friendly policies
* Contractual Sick Pay
* Access to our leisure and wellbeing facilities including a sports programme and gym, reduced priced wellbeing treatments and Health and Wellbeing Activity Days
* Comprehensive wellbeing offer for employees
* Free car parking
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