

## **Student Services Officer (Advice & Guidance) (Student Services)**

**£18,359 per annum**

**Full Time**

Riseholme College, part of Bishop Burton College, is one of the leading land-based Colleges in the UK with strong and sustained growth in student numbers. We provide Further Education and Higher Education at our campuses at Bishop Burton College near Beverley and at Riseholme College near Lincoln which includes a new Showground Campus featuring state of the art teaching environments, engineering workshops, sports facilities, world class laboratories and an industry leading animal management unit.

We are looking for two enthusiastic and organised Student Services Officers to join our busy Student Services team. Student Services sits in the main reception of the Showground Campus, providing advice and guidance to students on a range of matters. In addition to being part of the wider Student Services team the Student Services Officer is the main point of contact for students requiring financial support. The college offers a variety of bursaries and other forms of financial support and in addition to advising and supporting students in applying for these funds, the successful candidate will complete financial assessments, present applications to the financial support committee, ensure that payments are generated within specified timescales and record all transactions.

Educated to GCSE Level or equivalent in Maths and English at C or above; you should have an excellent customer service focus, organisational skills and have worked in an educational environment. Experience and knowledge of supporting young people with health and welfare issues and a track record in accurate record keeping and liaising with staff and external agencies is required.

**To apply please visit our website and download the application form:**

<http://www.bishopburton.ac.uk/about-us/vacancies/current-vacancies>

**Any queries, telephone 01964 504190 or email:**

[human.resources@bishopburton.ac.uk](mailto:human.resources@bishopburton.ac.uk)

**Closing date: 1<sup>st</sup> January 2019**

**Interview date: 22<sup>nd</sup> January 2019**

*The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Bishop Burton College is committed to Equal Opportunities for all.*