

Salford College's vision is to be a beacon of educational excellence transforming the lives of the individuals and communities we serve

Centre Administrator

Reference Number: SC181927A

Salary: Starting salary £16,114 per annum with incremental progression to £17,790

Pro rata amount of £17,294 to £19,094

Advert Closing Date: Midnight on Sunday 27th January 2019

Location: FutureSkills at MediaCityUK

Contract Type: Permanent-Term Time Only plus 2 weeks

Hours per Week: 37

We require a conscientious and well organised Administrator to join our busy team, you will be the first point of contact for enquiries from learners and a number of external agencies. You will ensure that the administration of the department runs smoothly and effectively. You should be an excellent team player, have a good working knowledge of Microsoft Office and be familiar with a range of administrative duties including dealing with confidential information. To be successful in this role you must have a proven track record in a similar administrative role, with outstanding communication skills. Ideally you will also have experience of working in an educational environment and a sound knowledge of the relevant funding.

About Us

To apply for this job, please complete the registration and online application form via our [website](#).

For more information please visit our [website](#) and [twitter](#) or if you have any queries regarding this vacancy please email HR@salfordcc.ac.uk

Reasons to Join Us

- A range of developmental & career opportunities
- A number of optional Salary Sacrifice Schemes including IT Equipment, Childcare Vouchers & Bikes
- Staff Discounts – including www.staffbenefits.co.uk and NUS Extra
- Various health & wellbeing benefits including discounted gym memberships & confidential staff counselling via CareFirst
- Family Friendly & Flexible Working Policies

Commitment to Safeguarding

As part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees. Appointees will be required to pay for their own DBS checks where applicable to the post.

