

Our vision is to become a beacon of educational excellence, transforming the lives of the individuals and communities we serve

Reception and Enrolment Officer

Reference Number: SCCI81985

Salary: Starting salary £15,328 per annum with incremental progression to £16,923 a pro rata amount of £17,294 to £19,094

Advert Closing Date: Midnight on Sunday 24th February 2019

Interview Date: Monday 4th March 2019

Location: City Skills Centre

Contract Type: Term Time Only, Permanent

Hours per Week: 37

The role requires a confident, friendly and helpful person who will be able to work under pressure and on their own initiative. The role involves; answering incoming calls, taking messages, enrolling students, taking course payments, directing students to classrooms and dealing with any issues. Experience of working in a similar environment would be advantageous.

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

Reason 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.

