Settle College
Be the best you can be

Settle, North Yorkshire BD24 0AU
www.settlecollege.org.uk

Headteacher: Gareth Whitaker
Deputy Headteacher: Gareth Paisley

Telephone: (01729) 822451
Email: admin@settlecollege.n-yorks.sch.uk

ADVERTISEMENT
Student Services Officer (with Careers)
Required from 1st January 2022

Established Contract 37.5 hours per week (Term Time Only)

Hours of work – 8am to 4pm (Mon to Fri) with ½ hour lunch break

Grade E – SP 6-8 - £10.21 – £10.62 per hour
Actual Term-time only salary £17,077.15 to £17,766.38
(£19,698 to £20,493 FTE salary)

We are looking for enthusiastic, conscientious and hard-working Student Services Officer, with Careers, who is able to work in a pressurised environment monitoring the attendance of approximately 650 students. They will need to be friendly, efficient and have excellent communication and IT skills. No day is ever the same and the role requires a calm and consistent personality and the flexibility to coordinate the many different aspects of the role. The successful candidate will be expected to work within confidential parameters, offering a consistently high standard of work at all times.

In return we can offer you support from a highly committed and experienced Senior Leadership Team. This post offers the successful candidate the opportunity to work in this thriving and successful 11-18 rural school.

As a valued member of our hard-working team you will be reliable, dependable and committed to providing efficient support to Senior Leaders and Students. Full Training will be given. No weekend work. This post is an established position for 37.5 hours per week, term-time only as detailed above.

Settle College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share in this commitment. The successful candidate will be subject to an enhanced DBS check and a prohibited list check.

Please return the completed application form, accompanied by a supporting letter of no more than two sides of A4 to the Headteacher, Mr Gareth Whitaker, as soon as possible and no later than Tuesday 7th December 2021 at 9.00 am. Please send to admin@settlecollege.n-yorks.sch.uk or send by post to the school address.

Further information can be found at www.settlecollege.org.uk/vacancies

DEADLINE FOR APPLICATIONS : Tuesday 7th December 2021 at 9.00am