

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

## Reception/ Enrolment Officer Maternity Cover

**Reference Number:** SCC181906A

**Salary:** Starting salary £8,701 per annum with incremental progression to £9,606  
Pro rata amount of £17,294 to £19,094

**Advert Closing Date:** Midnight on Sunday 23<sup>rd</sup> September 2018

**Location:** Worsley College, Salford College of Further Education

**Contract Type:** Maternity cover for up to 12 months

### Hours:

Tuesday 4.30pm - 7pm

Wednesday 2pm - 5pm

Thursday 8:30am - 4:30pm

Friday 8:30pm - 3:15pm

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](mailto:HR@salfordcc.ac.uk)

### Reasons to Join Us

- Great holiday entitlement, Sixth Form College Association terms and conditions and automatic enrolment into the generous pension scheme
- A wide range of learning & career opportunities
- MyTech, Childcare, cycle to work & other voucher schemes
- Various health & wellbeing benefits (including discounted gym membership)
- We support the Skills for Life agenda and recognise the importance of all adults having functional literacy and numeracy whatever their role. All staff are therefore given the support to gain a level 2 qualification in literacy and / or numeracy if they do not already have one and all teaching staff are expected to promote the basic skills of their learners within their subjects.

### 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.