

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

Attendance Officer (Permanent)

Reference Number: SCC171866

Salary: Starting salary £5,883 per annum (a pro rata of £16,176) incremental progression to £6,112 (a pro rata of £16,804)

Advert Closing Date: Midnight Sunday 4th February 2018

Interview Date: Thursday 8th February 2018

Location: FutureSkills, Salford College of Further Education

Contract Type: Permanent (Term Time Only minus two weeks)

Hours per Week: 16

FutureSkills, Salford College at Media City requires an Administrative Officer to support the pastoral team in monitoring and maintaining excellent attendance at the centre. You will regularly be in contact with students, parents/carers and curriculum colleagues to ensure attendance is outstanding, in line with Ofsted expectations and College Policy. The successful candidate will be qualified to Level 2 or above in English, Numeracy and ICT and will possess excellent organisational and communication skills. Experience of working within an educational environment is desirable.

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

- 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.

