

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

## Learning Support Administrator

**Reference Number:** SCCG2173

**Salary:** Starting salary £10,524 per annum with incremental progression to £11,971 (pro rata amount of £19,970 to £22,715)

**Advert Closing Date:** Midnight 24<sup>th</sup> February 2021

**Interview Date:** w/c 8<sup>th</sup> March 2021

**Location:** Pendleton Sixth Form College

**Contract Type:** Permanent (Term Time Only)

**Hours per Week:** 22 hours



We require a motivated and organised Administrator to join our Learning Support Team and assist us in providing high quality and effective support to learners. You will be an excellent team player and have an excellent working knowledge of Microsoft Office alongside experience in administrative procedures including dealing with confidential information.

Other duties include contacting learners, word processing, photocopying and helping to maintain an effective working environment for the Learning Support Team. You will provide comprehensive administrative support to the Learning Support Team, enabling them to provide high quality and effective support to learners particularly with regard to EHCP and High Needs Funded learners and also facilitating exam access arrangements. You will assist the Head of Learning Support in monitoring learner data and staff deployment, ensuring that the department's resources are deployed effectively to ensure that Additional Learning Support targets are met.

### 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)

### Reason to Join Us:

- A range of developmental & career opportunities
- Staff Benefits Package with the best discounts and savings from high-street retailers, holidays and cinemas
- Various health & wellbeing benefits including discounted gym memberships, confidential staff counselling and health cash plans
- 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.