

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

Centre Administrator/ Secretary

Reference Number: SCC181990

Salary: Starting salary £6,214 per annum with incremental progression to £6,860

Pro rata amount of £17,294 to £19,094

Advert Closing Date: Midnight on Monday 18th February 2019

Location: Worsley College

Contract Type: Term Time Only/ Permanent

Hours per Week: 15 (*preferably over 5 days*)

We require a conscientious and well organised Administrator to join our busy team at Worsley College. You will be the first point of contact for enquiries from learners and a number of external agencies. You will ensure that the administration of the department runs smoothly and effectively.

You should be an excellent team player, have a good working knowledge of Microsoft Office and be familiar with a range of administrative duties including dealing with confidential information.

To be successful in this role you must have a proven track record in a similar administrative role, with outstanding communication skills. Ideally you will also have experience of working in an educational environment and a sound knowledge of the relevant funding.

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.

