

Student Services Officers **Advice & Guidance**

£18,359 per annum

Full Time

Riseholme College, part of Bishop Burton College, is one of the leading land-based Colleges in the UK with strong and sustained growth in student numbers. We provide Further Education and Higher Education at our campuses at Bishop Burton College near Beverley and at Riseholme College near Lincoln which includes a new Showground Campus featuring state of the art teaching environments, engineering workshops, sports facilities, world class laboratories and an industry leading animal management unit.

Student Services is a busy office located at the Showground Campus, providing health and welfare support and general information, advice and guidance to students and other stakeholders on a range of matters. Processing financial applications to student support funds alongside accurate record keeping and timely communication is also one of the functions the Student Services team fulfil. No two days are ever the same.

You must have experience of working in a fast paced forward-facing customer services role and possess excellent customer care skills as this experience and skill are key essentials to the success of this role. An excellent administrator and organiser, you will also have the ability to professionally communicate with a wide range of stakeholders. Knowledge of the external support available for young people with a range of health and welfare needs is essential however experience of supporting young people with health and welfare issues is preferable but not essential.

To apply please visit our website and download the application form:

<https://www.riseholme.ac.uk/about-us/vacancies/current-vacancies>.

E-mail your completed form to the HR Team, by the closing date to

human.resources@bishopburton.ac.uk **If you have any queries please contact the HR Team at the above email address or telephone 01964 504190.**

Closing date: 27 January 2019

Interview date: 15 February 2019

No Agencies

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. An enhanced DBS check will be carried out on the successful candidate. Bishop Burton College is committed to Equal Opportunities for all.

