

## Centre Administrator



**Reference Number:** SC1617159A

**Salary:** Starting salary £17,123 per annum, (Pro rata = £5,332 for 13 hours )

(Band 8, points 19-23) incremental progression throughout the band is available

**Advert Closing Date:** Midnight Sunday 20th August 2017

**Interview Date:** TBC

**Location:** Eccles

**Contract Type:** Term Time Only (Fixed Term until 22nd December 2017)

**Hours per Week:** 13 hours (Monday - 7 hours, Friday - 6 hours)



This post requires a conscientious and well organised Administrator to join our busy team within our Eccles Centre on a part time basis. 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 about Salford City College 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)

**Salford City College is highly ambitious and a leading provider in Greater Manchester. It aims to be outstanding in all aspects of its work.**

#### Reason 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.
- For information on living and working in Salford please visit [here](#)

#### 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.

