

## Admissions Officer

**Reference Number:** SCC171829

**Salary:** Starting salary £17,123 per annum with incremental progression to £18,905

**Advert Closing Date:** Midnight Thursday 26<sup>th</sup> October 2017

**Interview Date:** TBC

**Location:** Frontier House

**Contract Type:** Fixed Term – 12 months

**Hours per Week:** 37

Salford City College is looking to recruit an enthusiastic and well organized Admissions Officer on a full time basis. You will provide a high quality administrative function to support all admissions including HE & adults to College reporting to the Head of School Liaison & Admissions. You will be proactive setting up college admissions databases and develop, expand and maintain an effective high quality administrative admissions function. You will liaise and negotiate with internal IT/MIS personnel to discuss complex issues relating to the College's admissions database. You will be required to deal with telephone enquiries from external agencies, including schools and prospective students and parents as well as correspond with emails on a day to day basis.



### 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)

### Reasons to Join Us

- 32 days annual leave entitlement (plus bank holidays), 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.