



Eccles Sixth Form College is a centre of vocational excellence, offering a range of vocational courses. a wealth of enrichment activities, specialised careers advice, and a comprehensive programme of support and personal development so that all students can flourish both academically and as individuals.

Inclusive Learning Administrator

Reference: SCCG2781 | **Closing Date:** 09/10/24 | **Interview Date:** 14/10/24

Salary: £23,123 - £25,420 per annum (Pro Rata £11,386 - £12,517). Incremental progression throughout the band is available

Contract Type: Permanent | **Hours per Week:** 20 | **Location:** Chatsworth Road, M30 9FJ

About the Role

We require a motivated and organised Administrator to join our Inclusive Learning team to assist us in providing high quality and effective support to learners with special educational needs. You will be an excellent team player and have a good working knowledge of Microsoft Office alongside experience in administrative procedures, including dealing with confidential information. Duties include contacting learners, parents and external stakeholders, word processing, photocopying, scanning and helping to maintain an effective working environment.

You will provide comprehensive administrative support to the Head of Department and Transitional Co-ordinator, enabling them to provide high quality support to learners particularly with regard to EHCP, High Needs Funded learners and also facilitating exam access arrangements. You will assist the Head of Inclusive Learning 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.

How to Apply

For more information and to apply for this job, please complete the registration and online application form via our website. If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 13 weeks not in college (195 days in College).
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including two Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with 20.70% employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff as part of our Be Outstanding Development programme.
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.

Commitment to Safeguarding

This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees

The College strives to be a diverse and inclusive community and welcomes applications from people from all backgrounds.