**WM College**

**0.6 FTE Learner Services Administrator**

AOC Scale Point 21-24 £24,075 - £26,182 per annum, part-time, permanent

WM College is currently looking to recruit an administrator with experience in a customer focused environment on a permanent, part-time basis (21 hours per week).

You will be the initial face of the College, playing a vital role in the recruitment of learners to our courses. You will accurately respond to and process course and pre-course assessment queries and enrolments, providing advice and guidance to prospective learners.

The ideal candidate will have worked in further education and have experience of giving information advice and guidance environment. Applicants should be articulate and motivated, with excellent communication, IT and interpersonal skills, and the ability to manage a varied workload.

Situated in Camden, we are at the heart of one of the most culturally exciting, diverse, and dynamic London boroughs and help to transform adult lives through education. We offer a wide curriculum from our two main sites at Crowndale Road and Kentish Town and is seeing significant growth in our community-based courses across the borough.

As an adult education college, we are open in the evenings and on Saturdays, so the successful applicant will be required to work some evenings and Saturdays. The post involves working with young people and vulnerable adults and consequently is subject to a satisfactory enhanced disclosure check with the Disclosure and Barring Service (DBS).

The closing date is 3rd February 2023, interview dates TBC.

If you are interested in applying please go to our website – [www.wmcollege.ac.uk](http://www.wmcollege.ac.uk) and apply via our Jobs Page.