

A Learning and Skills Beacon Status College.

Our Mission: "To inspire and empower people to create and take opportunities to enrich lives through learning".



Apprenticeship Coordinator

Reference: SCC151685A

We seek a dynamic and motivated individual who has a good track record of working with young people to prepare them for Apprenticeship placements including CV preparation and matching them to current vacancies. We need someone who is fast reacting to ensure no work opportunities are missed and someone who can maintain high levels of records and professional services with in-house delivery teams and employers to source best opportunities. You need to have high levels of communication and inspirational skills to ensure we find the right opportunity for all our Apprentices.

This post is subject to the College's Job Evaluation scheme and will be evaluated within 3 months of your start date. The salary therefore may increase or decrease as a result of the Job Evaluation process .

To apply for this job, please complete the registration and online application form via our [website](#).

About Us

Salford City College is one of the largest and most successful colleges in the Country. With locations across the city offering a variety of courses, we see students travelling from Greater Manchester and beyond to benefit from the outstanding teaching and learning on offer. Join us and you will become part of a progressive educational establishment committed to meeting the needs of the community it serves, whilst promoting equality and celebrating diversity.

Reason to Join Us

- Up to 32 days annual leave entitlement (plus bank holidays) and generous pension scheme
- A wide range of learning & career opportunities
- Childcare, cycle to work & other voucher schemes
- Various health & wellbeing benefits (including 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.

Salary:

Starting salary £16,802 per annum
(point 19)

Band 8 Points 19 to 23 of the SFC
Support Staff Pay Scale, incremental
progression throughout the band is
available

Advert Closing Date:

Midnight on Sunday 7th February 2016

Interview Date:

Monday 15th February 2016

Location:

Frontier House

Contract Type:

Permanent

Hours per Week:

37

For more information about Salford City College please visit our [website](#) and [twitter](#).

If you have any queries regarding this vacancy, please contact our recruitment team.

E: recruitment@salfordcc.ac.uk

To keep up to date on all new vacancies, HR news and college events; and to give you an insight into what it's like to work for Salford City College please follow our HR Team on [twitter](#).

