**Post: Bursary & Admissions Administrator, Term Time only + 10 days (40 weeks per year)**

**Required: 22/08/22 or sooner if possible**

**Salary: Grade B points 3-6 £18,593-£19,719(£16,403-£17,396 Pro Rata Salary)**

**Status: Permanent**

Join our friendly, thriving and supportive staff here at Solihull Sixth Form College. We aspire to be outstanding professionally and personally, taking time to invest in everything we do, to develop transformative life chances for all of our students and to stretch their potential to the full.

Solihull Sixth Form College is a large, culturally diverse specialist in A Levels and Level 3 BTEC qualifications, and part of the Summit Learning Trust.

Operating in a key function in the college, the Bursary and Admissions Administrator will provide confidential and effective bursary administration for current students and support the administration of admission of new students. You will be required to administer student bursary funds following systematic processes and procedures and also support the Admissions Officer with admissions processes. Attention to detail is essential in this role, as well as your ability to spot potential issues and be proactive in problem solving. You will have excellent verbal and written communication skills and be confident communicating with a range of stakeholders.

Applicants should go onto the job vacancies section of Solihull Sixth Form College’s website to apply <https://www.solihullsfc.ac.uk/the-college/job-vacancies/>

**About the Trust**

<https://www.summitlearningtrust.org.uk/>

**Why work for us?**

The Trust offers:

* A strong focus on staff care and wellbeing
* High quality training and support in and across academies
* A clear career pathway
* Employee assistance programme
* Employee discount schemes

**Closing date is Thursday 26th May at 9:00. Interviews will take place on Thursday 9th June.**

*We are an equal opportunities employer and we are determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender reassignment, age, disability, religion or belief, sex, sexual orientation, marital status, pregnancy/maternity or race.* *We recognise that we do not reflect the communities we serve and welcome applications from all sections of the community.*

*The college is committed to safeguarding, British values, preventing vulnerability and promoting the welfare of our students and we expect all applicants to share this commitment.  All appointments will be subject to an enhanced DBS disclosure, including a Children’s barred list check.*