
	<p style="text-align: center;">Student Services Administrator</p> <p>Annual Salary -Band D+ £20,042.81 to £21,269.17 37 hours per week, full-time and permanent</p>	
---	--	---

Inspire Trust is a Multi Academy Trust based in Rotherham which includes Thomas Rotherham College, Oakwood High School and Sitwell Junior School.

Thomas Rotherham College is the largest sixth form college provider in Rotherham, South Yorkshire. We have a tradition of achievement and aim to provide a future of opportunity to all our students.

This is an exciting opportunity to join our Student Services team here at Thomas Rotherham College. The successful candidate will be a key member of the team providing vital administrative support, as well as key information, advice, and guidance to our students. You will contribute to the provision of a high-quality support service to students from their enrolment through to their progression to university, employment or apprenticeship.

You will deliver an outstanding student support experience, ensuring excellent customer service is delivered at all times and stages through the student journey. The key roles and responsibilities for this post can be seen in the job description and person specification below, but there will be a specific focus within the role on supporting the organisation and administration of college trips as well as an attendance officer responsibility for Y12 students. Candidates must have a good general education to level 4 or equivalent and be able to evidence experience and skills that suggest suitability to discharge the duties as outlined in the Job Description.

All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all. We offer a positive working environment, we care about our students and we care about our staff, all of whom know that and appreciate that. The successful candidate will have the opportunity to be part of this, contribute to this culture and develop it further.

Closing date for receipt of applications is **Friday 20 May 2022 at 12 noon**. Interviews will be held **w/c 23 May 2022**. Applicants are required to apply via our online application form which is available on our website at <https://www.inspiretrust.uk/thomas-rotherham-college-vacancies/>

PLEASE NOTE we operate Safer Recruitment and we do not accept CVs or CV attachments. All candidates must complete our online application form in full.

Inspire Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, other workers and volunteers to share this commitment. The Trust is an equal opportunities employer and operates a no smoking policy in all its work places. We undertake to make any reasonable adjustments to a job or workplace to counteract any disadvantages a disabled person may face.