



FURTHER INFORMATION

Progression Guidance Administrator

3 Days per week (21 Hours) x 39 weeks (term time only)

The Post:

The College is seeking to appoint a new role of Progression Guidance Administrator to join the existing Progression Guidance team, supporting the college's 2000 students. Whilst the post holder may have some specific responsibilities of their own, this is primarily a team role, working closely with the other members of staff in the department.

The role is to undertake the administration associated with scheduling guidance interviews, students' university and apprenticeship applications, the completion of UCAS forms, enrichment activities undertaken during Wider Skills Week, student work experience, work-related learning and volunteering placements.

Hours:

This part-time post is 3 days per week to include Fridays, for 39 weeks per year (term time only). There are occasional evening events for which overtime can be claimed.

Working hours for this role are 21 hours per week, 8.45 – 5.00 pm (Mon-Thurs) and 8.45 – 4.45 pm (Fri) excluding lunch breaks.

The job will start at the beginning of the new academic year- 29th August 2023.

Salary:

Actual salary will be £12,249.00 per annum inclusive of fringe area allowance.

College Year:

The College year runs for a period of twelve months from 1st September – 31st August, with the Autumn term often starting in the last week of August. Term time is 39 weeks. Working hours for this role are 36 hours per week, 8.45 – 5.00 pm (Mon-Thurs) and 8.45 – 4.45 pm (Fri) excluding lunch breaks.

Applications:

Completed application forms should be returned to:

The HR Manager

Esher Sixth Form College

Weston Green Road

Thames Ditton

Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: 27th June

Interviews to be held: Friday 30th June