

**FURTHER INFORMATION
BURSARY AND ATTENDANCE OFFICER**

Part-time

Term Time + 2 weeks (30 hours x 41 weeks per year) – Permanent

The Post:

The College provides a bursary for students who meet certain criteria in order to help cover the costs of their study programme, Free College Meals are also provided for some students. The Bursary Officer will be responsible for administrating both the bursary and Free College Meals. This will involve processing applications, checking eligibility criteria, answering queries and monitoring the attendance of bursary students. In addition, the Bursary and Attendance Officer will make attendance calls to absent students and provide administrative support to the Director of Student Development and Behaviour and Director of Safeguarding and EDI. The Bursary Officer will also provide First Aid and reception cover as required (full training will be provided).

Hours:

The post is part-time hours (8.45am – 3.15pm) 5 days per week, term time only (for 39 weeks per year). The additional 2 weeks outside of term-time is to provide reception cover and the dates will be agreed in advance with the line manager.

Salary:

Actual salary will be £22,287.59 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.

Closing date: 19th March

Interviews to be held: 25th March