



Pendleton Sixth Form College is a centre of Academic Excellence, offering a range of A-levels and vocational courses. The successes of Pendleton Sixth Form College students over the last half century have led to the College being recognised both locally and nationally as a Centre of Educational Excellence.

Admissions Officer

Reference: SCCG2978 | **Closing Date:** Sunday 14th December 2025 | **Interview Date:** Wednesday 7th January 2026

Salary: £23,817 - £26,183 Incremental progression throughout the band is available.

Contract Type: Permanent | **Hours per Week:** 36 | **Location:** Pendleton Sixth Form College

Are you highly organised, people-focused, and passionate about helping learners take their next step? We are looking for a proactive **Admissions Officer** to join our busy Admissions & Student Recruitment team at Salford City College Group.

In this key role, you will provide a high-quality admissions service from initial enquiry through to enrolment—ensuring every prospective student receives accurate information, timely support, and an excellent experience. You'll process applications, coordinate interviews and assessments, maintain accurate records, and work closely with curriculum and support teams to keep applicants engaged and progressing.

How to Apply

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

If you have any queries regarding this vacancy, please email HR@salfordcc.ac.uk.

Reason to Join Us:

- We have Generous Terms and Conditions (Sixth Form College's Association style terms and conditions) including 40 days annual leave entitlement (including bank holidays)
- We have a 2:30pm finish on Fridays, Free on-site parking and various health and wellbeing resources and benefit schemes including three Staff Wellbeing days per year.
- We offer automatic enrolment to the Local Government Pension Scheme with 20.70% employer pension contribution.
- Our College is an incredible community, there is a lot that staff and their families can get involved with.
- We have family friendly policies and we are happy to talk about flexible working.
- We invest in our people and offer a range of training & career opportunities for all staff.
- We have an amazing Staff Benefits Package with discounts and savings for supermarkets, petrol, high-street retailers, holidays, cinemas and other leisure.
- Our shared purpose: We believe in the value of education for a successful future and we want the best for our learners and our staff.
- Our core values are at the heart of everything we do. Staff and students behave with respect, integrity and kindness.
- 94% of staff are proud to work at the College.

Commitment to Safeguarding

This post is exempt from the Rehabilitation of Offenders Act 1974 and as part of our safeguarding commitment we undertake DBS checks as part of our pre-employment procedures on all potential new employees.

The College is committed to fostering a diverse and inclusive community, welcoming applications from individuals of all backgrounds, including those with military experience whose unique skills and perspectives are highly valued.

Recruitment Agencies: We are not utilising the service of recruitment agencies for this vacancy and will accept direct applications only.