



Salford City College Group consists of five colleges in the Salford area: Pendleton Sixth Form College, Eccles Sixth Form College, FutureSkills at MediaCityUK, City Skills and Worsley College. The Group also comprises of Apprenticeships at Salford City College and University Centre at Salford City College.

Exams Administrator

Reference: SCCG2895 | **Closing Date:** 08/06/2025 | **Interview Date:** W/C 16/06/2025

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

Contract Type: Permanent | **Hours per Week:** 36 | **Location:** Eccles College, Chatsworth Road, M30 9FJ

About the Role

We are looking to recruit a full-time exams administrator. This will mainly consist of assisting the exams coordinator with all examination and assessment related activities.

The role will also consist of deputising for the exams co-ordinator as and when required i.e., covering annual leave, sickness etc. The role will also consist of other exam related duties.

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 two 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 as part of our Be Outstanding Development programme.
- 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.

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 strives to be a diverse and inclusive community and welcomes applications from people from all backgrounds.