



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.

Administrator

Reference: SCCG2926B | **Closing Date:** 09/10/2025 | **Interview Date:** 21/10/2025

Salary: £23,817 - £26,183 (Pro rata salary £21,110 - £23,207). Incremental progression throughout the band is available.

Contract Type: Permanent, Term Time Only | **Hours per Week:** 36 | **Location:** Across Various Sites

About the Role

As the Exam Access Arrangement (EAA) / Examinations Administrator, you will play a crucial role in supporting learners with SEND by ensuring they receive the appropriate exam accommodations in a timely and compliant manner. You will act as the vital link between the Learning Support Team and the Exams Team, coordinating processes that meet Awarding Bodies and JCQ regulations.

Your strong administrative skills, attention to detail, and proficiency with data management will help maintain accurate, auditable records. Exceptional communication skills are essential, as you will liaise regularly with parents, carers, and students to provide a smooth, supportive experience.

You will be joining a well-established, professional team dedicated to delivering high-quality support and services to our students. **Part time hours will be considered.**

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 13 weeks not in college (195 days in College).
- 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.
- 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 strives to be a diverse and inclusive community and welcomes applications from people from all backgrounds.

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