



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.

Retention Improvement Officer (Maternity Cover)

Reference: SCCG2933 | **Closing Date:** 04/08/2025 | **Interview Date:** 19/08/2025

Salary: £22,858 (Pro rata salary £11,255).

Contract Type: Fixed Term contract until 14th July 2026 but may end sooner should the postholder choose to return sooner | **Hours per Week:** 20 | **Location:** Pendleton Sixth Form College, Dronfield Road, M6 7FR

About the Role

An exciting opportunity has arisen for an outstanding individual to contribute to the overall improvement of student attendance at Pendleton Sixth Form College.

This post will suit an individual who strives to support young people to change their lives through education and help them to realise their capabilities and true potential.

You will need to be a proactive individual with excellent customer service skills, have the ability to build effective relationships with students and parents, and have a proven track record of analysing data and carrying out administration tasks. You will also be required to have excellent communication skills and record keeping skills to ensure staff and parents are updated on attendance in a timely manner.

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 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.

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.