



City Skills has a well-established reputation for equipping students with the skills they need to go into industry and is a Centre of Excellence for Construction. City Skills is proud of its long-standing commitment to supporting young people in the local community and beyond.

Retention Improvement Officer

Reference: SCCG2969 | **Closing Date:** 17th November 2025 | **Interview Date:** 21st November 2025

Salary: £23,019 (Pro rata salary £11,334).

Contract Type: Fixed Term until 9th July 2026, Term Time Only | **Hours per Week:** 20 | **Location:** City Skills, Lissadel Street, Salford, M6 6AP

About the Role

We are looking for a proactive and dedicated Retention Improvement Officer to join our Pastoral Support team. In this role, you will play a vital part in helping our students achieve their full potential by promoting excellent attendance and supporting positive engagement across the college. You will monitor attendance data, identify attendance patterns or concerns, and work closely with students, parents/guardians and other professionals supporting the students. Your work will directly contribute to positive outcomes for students allowing each student the opportunity to succeed.

We are seeking someone who is organized, approachable and committed. You will have need excellent communication skills, with an understanding of barriers students may face in engaging with education. You will be confident and flexible with your approach.

At City Skills we are passionate on supporting each student to achieve their goals. You will join a friendly and dedicated team, working in a supportive environment where your contribution truly makes a difference.

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.
- 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.