



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.

Senior HR Assistant

Reference: SCCG2897 | **Closing Date:** Sunday 8th June 2025 | **Interview Date:** Monday 16th June 2025

Salary: £26,976 - £30,653. Incremental progression throughout the band is available.

Contract Type: Permanent | **Hours per Week:** 36 | **Location:** Frontier House, Merchants Quay, Salford, M50 3SR

About the Role

Are you ready to make a meaningful impact in further education by driving HR excellence with a focus on safer recruitment? Join us as a Senior HR Assistant, where you'll play a vital role in safeguarding our community and supporting a positive, inclusive culture.

In this hands-on role, you'll lead recruitment processes aligned with the highest safeguarding standards, provide high quality and accurate work, manage employee queries with care, and contribute to initiatives that foster a supportive workplace. If you're passionate about people, compliance, and creating environments where staff and students feel safe and valued, this is the perfect opportunity to grow your career.

Come be part of a forward-thinking team dedicated to excellence, integrity, and wellbeing.

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.