



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.

Student Services Advisor

Reference: SCCG2941 | **Closing Date:** 15/08/2025 | **Interview Date:** 28/08/2025

Salary: £23,019 per annum (Pro rata salary £20,402).

Contract Type: Permanent, Term Time Only | **Hours per Week:** 36 | **Location:** City Skills, Lissadel Street, Salford, M6 6AP

About the Role

We're looking for a dedicated and student-focused Student Services Advisor to join our dynamic Student Services Team at Salford City College Group. This vital role supports students through a 'one-stop shop' model—offering guidance and support with our learner support funds, student travel arrangements and college references to help them thrive throughout their college journey. You'll play an active part in administering financial support such as our discretionary bursaries, vulnerable groups bursary and care to learn, while also supporting key college events like open events and enrolment.

You'll need strong organisational and IT skills, excellent communication abilities, and a genuine commitment to providing high-quality service to students. Experience in a customer-facing or educational setting is desired, and knowledge of student financial support systems is an advantage. If you're passionate about making a difference and want to be part of a supportive, student-centered environment, we'd love to hear from you.

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.