

**ADMINISTRATIVE ASSISTANT – Inclusive Learning, ESOL and Counselling  
Part-Time, 0.8FTE  
Temporary for a period of 1 month**

**£28,158 per annum, pro rata**

Working as a committed member of the Inclusive Learning, ESOL and Counselling team you will provide dedicated support, co-ordination and administration for Extended Learning Support and The Learning Hub in addition to providing support to the Associate Principal and Curriculum Manager.

The successful candidate must be educated to HN level or equivalent with experience in an administration role. With a high standard of IT skills including experience of using Word and Excel, the successful candidate will have a positive and flexible attitude to work. Experience of dealing with adults who have additional support needs is desirable.

**To apply please download the job details and Staff Application Form from our website.**

This post is considered Regulated Work with Children under the Protection of Vulnerable Groups (Scotland) Act 2007. Successful applicants will be required to become members of the relevant PVG scheme, or undergo a PVG Scheme update check prior to a formal offer being made by South Lanarkshire College.

For further enquiries please contact Human Resources Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807654/7695 or by e-mailing [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk)

Completed application forms can be emailed to [humanresources@slc.ac.uk](mailto:humanresources@slc.ac.uk) and should be returned by **Tuesday 17<sup>th</sup> December 2024**.

*The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181.*

