

## **EXECUTIVE AND GOVERNANCE ADMINISTRATOR**

**Permanent, Full-Time**

**£33,741 per annum, pro rata**

We are looking for a highly motivated individual to be responsible to the Governance Professional for the provision of administrative support to the Principalship and the Board of Management.

Your duties will include: diary management, organising meetings, co-ordination of room bookings and hospitality as required by the Board of Management and Senior Leadership Team; minute taking at meetings and the collation and issuing of papers for Board and Committee meetings.

You will have experience of producing agendas, collating and distributing meeting papers and recording meetings, producing minutes to the highest standard. Educated to HND level or equivalent in Business Administration or similar you will have a high standard of IT skills including Microsoft Outlook, Word and Excel.

**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 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 15<sup>th</sup> October 2024**.

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

