

HE Administrator - Usk Campus

School:	Coleg Gwent	Posted:	18th June 2019
Location:	Newport, Newport	Expires:	2nd July 2019
Contract Term:	Permanent		12:00 AM
Salary:	£19,442 - £21,621 per annum	Start Date:	As soon as possible
Hours:	Full Time	Job ID:	1055554
		Job Reference:	MOC2019



Coleg Gwent

HE Administrator

Usk Campus

Salary £19,442 - £ 21,621 per annum

37.00 hours

We are looking for an individual to work closely with the Head of Higher Education to undertake administrative duties to support to excellence and quality in Higher Education at Coleg Gwent.

Ideally the candidate will have previous administration knowledge of working within a Higher Education Environment.

Applications may be submitted in Welsh and will not be treated less favourably than applications submitted in English.

The ability to use the Welsh language at basic level (or willingness to undertake training) is desirable.

The College is committed to safeguarding, ensuring the safety and welfare of children and young people. Employment is subject to a satisfactory Enhanced Disclosure from the Disclosure and Barring Service.

Please note that successful candidates will be expected to pay for the Enhanced Disclosure.

We particularly welcome applications from candidates who speak languages other than English and also from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion, in line with our Equality Opportunities policy. All campuses are accessible and facilities such as prayer rooms are available.

We are committed to the recruitment and retention of disabled people, and are a Disability Confident Employer.

Closing Date: 01.07.19

Interview Date: 08.07.19 & 09.07.19

Safeguarding Statement:

Coleg Gwent is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.