

Information Services Officer – Enrolment, Curriculum & Time Tabling - Cross Campus

School:	Coleg Gwent	Posted:	19th September 2019
Location:	Newport, Newport	Expires:	27th September 2019 12:00 AM
Contract Term:	Permanent	Start Date:	As soon as possible
Salary:	£21,651 - £23,482	Job ID:	1066573
Hours:	Full Time	Job Reference:	0719015



Coleg Gwent

Information Services Officer – Enrolment, Curriculum & Time Tabling - Cross Campus

37.00 hours per week

We are looking to appoint a motivated and flexible individual to join the Information Services Team.

The successful candidate will have a working knowledge of all office packages including Excel, Outlook and Word. Attention to detail and the ability to prioritise work are essential for this role.

The successful candidate will also be required to work from various campuses.

Welsh language skills are not necessary for this position.

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

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: 26.09.19

Interview date: 03.10.19

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.