

Student Engagement (ELS) Administrator Permanent, Part-Time (0.8 FTE)

£31,323 per annum, pro rata

The Student Engagement (ELS) Administrator will be responsible to the Depute Head of Student Services to ensure the high-quality delivery of a responsive educational learning support service to students to meet their specific needs and assist them in achieving their learning goals.

Your duties will include provision of dedicated administrative support, co-ordination of appointments and maintaining of databases and records to ensure that students with additional support needs receive the necessary assistance to thrive academically and personally.

The successful candidate must have HNC/HND Business or Administrative qualification or equivalent in addition to a demonstrable track record in delivering high-quality administrative duties and organisational skills. The ability to maintain accurate records for learning support provision for internal and external audit purposes is essential.

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 People Services Department, South Lanarkshire College, College Way, East Kilbride, G75 0NE, by telephoning 01355 807780 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Friday 13th February 2026**.

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

