

## INTERNAL VACANCY

### CURRICULUM ADMINISTRATORS

**Permanent, Full-Time (2 posts)**

**Part-time applications may be considered**

**£28,451 per annum**

We are seeking highly motivated individuals with strong organisational skills and previous experience in an administrative role to provide effective administrative support to the Head of Curriculum, Depute Head of Curriculum and our wider curriculum teams.

Working effectively with the other Curriculum Administrators, your main duties will include provision of a high-quality office support service utilising all aspects of digital literacy including Microsoft Office suite, PowerBI reports and maintaining up to date, accurate records and providing reports as requested.

The successful applicants must have a good standard of literacy and numeracy as well as a SCQF 6 qualification in either Administration, IT or equivalent relevant experience. With experience of dealing with people at a wide variety of levels you will also have a positive, flexible attitude to work.

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

**Please note this vacancy is open to internal applicants only.**

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 807780 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 **Thursday 29<sup>th</sup> May 2025**.

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

