

PEOPLE SERVICES & EXECUTIVE ADMINISTRATOR

Permanent, Full-Time (35 hours per week)

**Part-time applications of 0.5 FTE or above will be considered
(Please specify on your application your preferred weekly hours)**

£30,046 per annum

As a member of the People Services team, you will be responsible for supporting the planning, coordination, and delivery of training and development activities for staff across the College as well as administrative, email and diary management for the Head of People Services.

Your main duties will include effective administration of training records, supporting the People Services team with recruitment activities and employee relations representation and maintaining accurate records of staff training.

The successful applicant must be qualified to SVQ Level 3 or equivalent in Business Administration, Human Resources, or a related field and have competent IT skills. You will have previous experience in an administrative role, ideally within HR, training or education and have a broad knowledge of HR processes and priorities.

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 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 **Monday 2nd June 2025**.

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

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