

ADMINISTRATIVE ASSISTANT

Full-Time, 1 FTE

Temporary for a period of 6 months with the potential to be extended.

£22,899 per annum, pro rata

As a member of the Facilities team you will provide a dedicated administrative and clerical support service to the Head of Facilities.

Your main duties will include records maintenance; managing the Facilities Helpdesk and asset tracking; collating, analysing and evaluating information for reports; preparing and circulating agendas and minutes and taking minutes of meetings.

The successful applicant must be educated to SVQ Level 2 or equivalent and have experience of working within a clerical/administration role. An understanding of technical systems, such as the software and equipment used for asset tagging, would be advantageous but not essential as training can be provided

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

The new PVG scheme replaces enhanced disclosures when undertaking work with Children or Vulnerable Adults. 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 807654/7690 or by e-mailing humanresources@slc.ac.uk

Completed application forms can be emailed to humanresources@slc.ac.uk and should be returned by **Thursday 24th November 2022**.

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



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