

Temporary Student Funding Administrative Assistant

Temporary for a period of 6 months

35 hours per week (1 FTE)

£24,479 per annum

As a member of the Student Funding team, you will be responsible to the Student Funding Manager for providing dedicated administrative and clerical support in relation to Student Funding services, ensuring accurate processing of student information, maintenance of records, and effective support for students and staff.

With a good standard of literacy and numeracy the successful candidate will have previous experience in an administrative or clerical role. You will have experience of maintaining accurate records and handling confidential information in addition to excellent IT skills and a flexible attitude to work.

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 **Friday 3rd July 2026**.

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

