

Quality and Learning & Teaching Innovation Administrator

Permanent, Full-Time

£30,435 per annum, pro rata

The Quality and Learning & Teaching Innovation Administrator will be responsible to the Head of Quality and Learning & Teaching Innovation to work collaboratively across all curriculum areas and departments, delivering effective administrative support to the Head of Quality and Learning & Teaching Innovation, Compliance and Assurance Officer and Learning and Teaching Innovation Manager, and others, as required.

The main duties of this role include gathering and evaluating data to produce statistical reports; engaging in enhancement activity related to quality and curriculum processes; support any arrangements for student class representative training, induction and to help contribute to the organisation of the associated activities.

The successful candidate must be educated to SCQF 6 qualification in either Administration, IT or have equivalent relevant experience. Strong digital literacy skills and experience in a clerical/administration role are 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 10th April 2026**.

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

