

# Temporary Student Recruitment Assistant

School:	Warrington & Vale Royal College	Posted:	2nd May 2025
Location:	Winwick Road, Warrington, Cheshire WA2 8QA	Expires:	18th May 2025
Contract Type :	Temporary	Start Date:	11:59 PM
Salary:	£11.44 – £12.21 per hour	Job ID:	As Soon As Possible
Hours:	Part Time	Job Reference:	1480952
			J35/25



Warrington & Vale Royal College

Warrington & Vale Royal College is seeking to recruit up to two temporary Student Recruitment Assistants for the Learner Services department, to work on frontline and in our summer call centre. You will be responsible for dealing with course enquiries, enrolling learners, either face to face or over the telephone, and inputting into EBS, the college management information system. A highly responsive service is needed, so customer service skills are essential as well as accuracy and the ability to prioritise. Prior knowledge of EBS is preferable.

Please note, we may require cover at our Winsford campus so flexibility to travel would be desirable.

Anticipated start date of July 2025, ongoing until the end of September/October 2025.

Annual leave will not be available due to the nature of this role. Candidates with pre-booked holidays will unfortunately not be suitable for this position.

**We offer an excellent salary and benefits package, which includes:**

- **A competitive salary**
- **Occupational pension scheme**
- **Employee benefits package**
- **Free on-site parking**
- **Full programme of training and mentoring**
- **Induction programme and buddy scheme**
- **Focus on sustainability**

In November 2024 the college was officially commended as ‘Good with outstanding features’ by Ofsted. Our mission is ‘Realising potential, transforming lives’. Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

The college is proud to hold the Gold accreditation in the Investors in People framework. We have been assessed against the criteria of Leading, Supporting and Improving, and the Gold award means that the college has the right principles in place, and our people and leaders demonstrate a commitment to best practice, people management and personal development.

Sustainability is a key priority for Warrington & Vale Royal College and we are committed to raising awareness and the implementation of sustainable practices in all aspects of college life. Sustainability principles are embedded across the college, and our sustainability action plan and committee is led by senior leaders to ensure that this remains a key focus

For further information please refer to the attached job description, or if you would like an informal conversation about this role please contact us.

This post is subject to an enhanced DBS check.

Please note that it is college policy that referees of short-listed candidates will be requested prior to interview. One reference should be from your current or most recent employer. In accordance with the Keeping Children Safe in Education Guidance, online searches will be conducted for all shortlisted candidates.

The College operates on 2 campuses - Warrington and Winsford.

This post closes on 18th May 2025. Interviews will be Tuesday 3rd June 2025.

Please click [here](#) to complete your application. Please note, you will now be redirected to the FE Jobs website to apply to work at Warrington & Vale Royal College.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. If you are interested in this post please submit your application as soon as possible.

‘Warrington and Vale Royal College is committed to Equal Opportunities and safeguarding and promoting the welfare of all our learners’

**Safeguarding Statement:**

Warrington & Vale Royal College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.