

Online Courses Administrator

School:	Cambridge Regional College	Posted:	12th June 2025
Location:	Kings Hedges Road, Cambridge, Cambridgeshire CB4 2QT	Expires:	29th June 2025
		12:00 AM	
		Start Date:	To Be Confirmed
		Job ID:	1492876
		Job Reference:	CAMR192704
Contract Type :	Permanent		
Salary:	£20000-£30000pa		
Hours:	Full Time		



Cambridge Regional College

Cambridge Regional College have an exciting opportunity for a experienced administrator to join our Online Learning team. This role can be solely remote but the successful candidate would need to attend either Cambridge or Huntingdon Campus each year. You will join us on a full time (37 hours), full year basis and in return you will receive a competitive salary of £23,519 per annum.

Cambridge Regional College is a large and inspirational centre of learning with Campuses in Cambridge and Huntingdon. We have outstanding teaching and leisure facilities and a reputation for excellence in a number of fields. Our campus facilities are among the best in the country, and you'll find a modern teaching environment with lots of energy and interaction. CRC is a college to be proud of and to be in.

In addition, we value our staff as we understand they make the difference in transforming lives, our investment in our staff has been formally recognised in being accredited with Investors in People Gold status.

The Online Learning department has gone through significant growth, meeting the skills needs of the country to best serve our students. This is a fantastic opportunity to join a friendly, welcoming and professional team to make a difference.

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Just some of the rewards you can benefit from joining our staff, include:

- Generous Holiday-**Teaching staff 42 days, management 35 days and support staff 27 days. In addition to 8 days bank holidays plus Christmas closure**
- Generous pension scheme - **Generous Contributory Pension Schemes: TPS 28.68%and LGPS 20.10%**
- Free gym membership option and discounted classes (Cambridge campus)
- Discounted rates on college courses
- BUPA Health Expenses cash plan and Occupational Health services
- Free annual flu vaccination and Corporate Eye Care Scheme
- Free on-site car parking with EV charging spaces available

- Exclusive discounts for high street and online stores with Rewards@CRC
- On site subsidised restaurants, retail and coffee outlets including Costa and Starbucks
- Free independent telephone counselling service with our Employee Assistant Programme
- Staff Development opportunities.
- Discounted or fully funded rates on college course.
- The Park Restaurant 10% Discount

Safeguarding statement

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment.

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).

The College reserves the right to fill this vacancy ahead of the closing date if a suitable candidate is found.

Safeguarding Statement:

Cambridge Regional College is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all workers and employees to share this commitment. To learn more about our Safeguarding policy please see link: <https://www.camre.ac.uk/student-support/supporting-you/safeguarding/>

All appointments are subject to satisfactory pre-employment checks, including a satisfactory Enhanced criminal records with Barred List check through the Disclosure and Barring Service (DBS).