

Waltham Forest College

Job Title: Student Finance Adviser

Location: East London

Hours: 30 Hours per week, 52 weeks per year

Salary range: £17,169- £18,856 p.a. inclusive of London Weighting

Waltham Forest College is a forward thinking, vibrant, diverse and exciting place to study and work. We are proud of our achievements including being rated as the top performing college in London for student satisfaction for the past two consecutive years, as well as being graded as Good by Ofsted. We believe that our employees are the heart of the organisation and having the right people in the right place, with the right skills is the key to our success.

We are looking for a committed individual who is passionate about working in an aspirational and high performing college and dedicated to contributing to an outstanding experience for our learners. The successful candidate will have a keen sense of responsibility, ownership and a 'can do' approach to addressing everyday challenges. If you believe you have the skills, experience and motivation to make a difference and be part of Team Forest, we strongly encourage you to apply for the post at Waltham Forest College.

You will play a crucial role as the Student Finance Adviser and support, assess and administer student finance payments in accordance with funding criteria. You will ensure that students can access and have information on student finance information as well as provide an outstanding customer service to enhance the learner experience.

What's in it for you?

We offer the opportunity to help develop your skills and knowledge in a friendly team environment, plus a range of benefits including a career average pension scheme (LGPS), employee assistance programme and free onsite parking, cycle to work scheme and Sodexo benefits scheme

Equality, diversity and inclusion

We are committed to creating and promoting a diverse and inclusive workforce that better reflects the wider community we support. We particularly welcome applicants from groups currently under-represented in senior roles, including females, Black, Asian and Minority Ethnic (BAME), people with disabilities and from the LGBTQ community.

Safeguarding

We are committed to safeguarding and promoting the welfare and safety of our students and expect everybody working for the College to share this commitment. We actively seek DBS clearance checks for applications of employment as part of our safeguarding procedures.

Closing Date: 12 July 2022

Interview Date: TBC

***Please apply as soon as possible as applications will be considered upon receipt; we reserve the right to interview before the closing date*.**

Please download the application form and submit to human.resources@waltham.ac.uk