

Waltham Forest College

Job Title:	Retail Project Co-ordinator - Term Time Only
Location:	East London
Hours:	28.8 hours per week, 38 weeks per year
Salary range:	£13,866.09 - £15,331.93 p.a.
Contract Type:	Permanent

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.

Are you passionate about supporting young people and adults to achieve their full potential, advocating for their additional needs and helping them to breakdown their barriers to learning?

The Foundation Learning SEND Department are recruiting a Retail Project coordinator to maintain the daily running of the retail shop and facilitate the retail shop duties including the ordering of stock with stores, stock checking and reporting of all finance related activities and other related duties and to provide support on either a 1:1, small group, or shared basis to our college students with SEND and additional needs while working in the Retail Project.

We are looking for a flexible and enthusiastic individual with experience in promoting awareness of SEND and good practice. You will have an ability to work with parents/carers, partner agencies and other professionals to develop our young people's independence and to achieve their goals.

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.

Waltham Forest College

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: 25th January 2022

Interview Date: 28th January 2022

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 wfcruitment@waltham.ac.uk