

**Retention Officer****Admin and Support Scale - £14,828.62 per annum (actual salary)****37 hours per week, working on a term time only basis for 38 weeks per year**

Bolton College is looking for an organised, self-motivated individual to join our English and Maths department working alongside the Head of Area to improve learners' attendance levels. You will support the English and maths curriculum areas ensuring that registers are accurately maintained and attendance is monitored.

Experience of working with young people and groups of young people in an educational setting is essential as is experience of supporting learners to improve their attendance. Candidates must also have experience of using a wide range of computer packages including Word, Excel, database, email and internet.

An application pack can be obtained by download from our website by accessing (www.boltoncollege.ac.uk), by email request to: personnel@boltoncc.ac.uk or by telephoning 01204 482 106.

Closing date: 19th November 2018**Interview date:** 28th November 2018**Job ref:** 032-19