



Who's Who in Student Services?

Eileen Nicholson - (Student Services Manager)

Manages the Student Services Team and offers support to staff and students on safeguarding issues, Behaviour for Success issues, incidents of bullying & harassment and unfair treatment, issues related to drugs and alcohol. Has overall responsibility for the College's Early Years and Pre-School Centre.

Deane Road - A1.17

Ext: 2180

eileen.nicholson@boltoncc.ac.uk

Tracey Kavanagh (Safeguarding Support Officer) – Term Time Only

Offers support to staff and students on safeguarding issues and incidents of bullying and harassment.

Deane Road – A1.17

Ext: 2199

Tracey.kavanagh@boltoncc.ac.uk

Ste Mellor (Safeguarding Support Officer)

Offers support to staff and students on safeguarding issues and incidents of bullying and harassment.

Deane Road – A1.17

Ext: 2758

Stephen.mellor@boltoncc.ac.uk

Carole Tew - Student Services Support Worker

Carole is the first point of contact for visitors to the Student Services Centre as she works on our front desk. She provides information and advice to customers, staff and students about courses and will signpost them to services which meet their needs.

Student Services Centre

Extension:2182

carole.tew@boltoncc.ac.uk

Ian Travis - (Student Finance Officer)

Co-ordinates and directs the work of the Student Finance Team and deals with all aspects student finance issues for FE and with the Student Hardship Fund for HE students

A1.17

Extension:2191

ian.travis@boltoncc.ac.uk

Janet Pursglove (Student Finance Assistant) (Monday Tuesday and Wednesday)

Assists students to apply for student finance, assesses eligibility for assistance, makes awards for assistance and deals with student enquiries about finance

A1.17 / Student Services Centre - Deane Road

Ext: 2192

janet.pursglove@boltoncc.ac.uk

Danielle Harrop (Student Finance Assistant)

Assists students to apply for student finance, assesses eligibility for assistance, makes awards for assistance and deals with student enquiries about finance

A1.17 / Student Services Centre - Deane Road

Ext: 2184

danielle.harrop@boltoncc.ac.uk

Sehra Alam (Student Finance Assistant) – Monday, Tuesday and Wednesday

Assists students to apply for student finance, assesses eligibility for assistance, makes awards for assistance and deals with student enquiries about finance

A1.17 / Student Services Centre - Deane Road

Ext: 2183

sehra.alam@boltoncc.ac.uk

Emily Wardle (Student Finance Assistant) – Thursday and Friday

Assists students to apply for student finance, assesses eligibility for assistance, makes awards for assistance and deals with student enquiries about finance

A1.17 / Student Services Centre - Deane Road

Ext: 2183

emily.wardle@boltoncc.ac.uk

Caroline Hurst – (Student Liaison Officer)

As a Student Liaison Officer Caroline organises cross college enrichment opportunities; liaises with college chaplains; and organises cross college Learner Voice activities e.g. College Forum and liaises with NUS; organises the Student Volunteer Group

A1.17 Deane Road / Student Services Centre

Ext.:2197

caroline.hurst@boltoncc.ac.uk

Ann Beever (Careers Adviser)

Offers careers information advice and guidance to individuals who are interested in joining the College or who are existing students who need assistance with their progression plans and careers plans. Students can be seen individually or in groups.

Student Services Centre - Deane Road

Ext: 2185

ann.beever@boltoncc.ac.uk

Karen Harrison (Careers Adviser) Monday and Tuesday

Offers careers information advice and guidance to individuals who are interested in joining the College or who are existing students who need assistance with their progression plans and careers plans. Students can be seen individually or in groups.

Student Services Centre – Deane Road

Ext: 2187

karen.harrison@bolconcc.ac.uk

Emma Horrocks (Careers Adviser) Wednesday, Thursday and Friday

Offers careers information advice and guidance to individuals who are interested in joining the College or who are existing students who need assistance with their progression plans and careers plans. Students can be seen individually or in groups.

Student Services Centre – Deane Road

Ext: 2187

emma.horrocks@boltoncc.ac.uk

Kayleigh Henn - Information and Advice Officer

Offers careers information and advice to individuals who are interested in joining the College or who are existing students who need assistance with their progression plans and careers plans. Students can be seen individually or in groups.

Student Services Centre – Deane Road

Ext: 2186

kayleigh.henn@boltoncc.ac.uk

Shirley Thompson - (College Counsellor)

Provides the Counselling service in College for students and staff and co-ordinates the work of our volunteer counsellors.

A1.17 Deane Road

Ext: 2190

shirley.thompson@boltoncc.ac.uk

Vacancy - (College Counsellor)

Provides the Counselling service in College for students and staff and co-ordinates the work of our volunteer counsellors.

A1.17 Deane Road

Audrey West - (Nursery Manager)

Audrey manages the College's Early Years and Pre-School Centre and their staff at Deane Road

A1.17 Deane Road

Ext: 2196

audrey.west@boltoncc.ac.uk
