

Student Services Officer

37 hours Mon – Fri, Term Time +1 week

Salary: SSP5 to SSP5-7 - £25,159 – £25,951

Actual £22,069 - £22,764

Join our Student Services team and play a key role in supporting students throughout their journey at John Leggott College.

This is a busy and rewarding role where you'll provide personalised administrative support, helping students access financial support, transport, and wider college services. You'll be a friendly and professional first point of contact, delivering outstanding customer service whether at reception, on the phone, or through day-to-day interactions.

From supporting bursary and transport applications to assisting with key events such as enrolment and open evenings, you'll help ensure everything runs smoothly behind the scenes. You'll also maintain accurate records, support attendance processes, and work collaboratively with colleagues across the college.

We're looking for someone organised, approachable and proactive, with a genuine passion for supporting students and delivering excellent service.

If you're ready to be part of a supportive team where your work truly matters, we'd love to hear from you.

Why Join Us?

At JLC, we offer more than just a place to work. You'll become part of a collaborative, innovative, and supportive community where staff and students thrive together. You'll have access to state-of-the-art facilities, ongoing professional development, and the chance to make a real difference in students' lives. Join a team that values creativity, growth, and the power of education.

Additional Benefits:

- Collaborative work culture with opportunities for personal and professional growth.
- Supportive, inclusive, and innovative working environment.
- Access to professional development and training opportunities.
- Opportunity to positively impact the lives of young people.
- Term time working
- Free onsite parking
- Catering Facilities
- Access to an extensive range of staff discounts

To apply, please complete an application form and send it to humanresources@leggott.ac.uk.

Join us and help students thrive at one of the region's leading Sixth Form Colleges. Make a real difference at JLC!

The **closing date** for applications is 9am Wednesday 24th June 2026
The **Interview date** is 1st July 2026

John Leggott College has a strong commitment to Equal Opportunities, Safeguarding and promoting the welfare of young people and expect all staff to share this commitment. All posts are subject to an enhanced check by the Enhanced Disclosure clearance through the DBS and other checks may be required.