



COLLEGE GUARDIANS

YOUR CHILD THE MOST IMPORTANT PERSON IN THE WORLD

JOB TITLE: Student Support Assistant (part-time)

AREAS OF COVER: To include Liverpool

Manchester and NW

England

RESPONSIBLE TO: Guardianship Manager

RESPONSIBLE FOR:

N/A

BACKGROUND AND PURPOSE OF THE POST:

College Guardians was founded in 2010 to provide educational guardianship services to overseas students attending boarding school, college and universities in the UK. We are accredited through AEGIS (the Association for the Education and Guardianship of International Students) and our services include the provision of a number of standard guardianship packages to parents, sourcing and managing homestay families, managing disbursements, attending parent meetings and providing advice and guidance to our students and their parents. Further information is available on www.collegeguardians.co.uk.

Due to recent growth we now require a Student Support Assistants to work with the College Guardians team, covering International students studying in areas including Liverpool / Manchester/ Lancaster and surrounding areas. This position will be home based local to NW England.

KEY DUTIES:

- Visiting students at colleges and universities
- Communicating as appropriate with parents, staff and students.

The above list is not exclusive or exhaustive and the post holder may be required to undertake other duties within their capability. All staff are required to be co-operative and flexible.

GENERAL REQUIREMENTS:

In accordance with the provisions of the Health and Safety at Work Act 1974 (as amended) and the Management of Health and Safety at Work Regulations 1999 (as amended) you must take reasonable care not to endanger yourself or other persons whilst at work. You must co-operate with the College to enable it to comply with its legal duties for Health and Safety.

College Guardians is committed to safeguarding and promoting the welfare of its students and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements. All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations.

It should be noted that the above list of duties and responsibilities is not necessarily a complete statement of the duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

HOURS OF WORK & SALARY

This is a part time role working on average 10 hours a week 52 weeks a year. However, due to the nature of the role, there may be more hours worked one week and less another, and a highly flexible approach to working hours is necessary, including evenings and weekends where required.

There may be a need, on occasion, to work more than the hours stated above. Any additional hours worked will be on an overtime basis and must be agreed in advance by the Guardianship Manager.

HOLIDAYS

5 weeks paid holiday a year to be taken during school holiday time unless otherwise agreed.

FURTHER INFORMATION

The post holder will be expected to have access to a computer and internet connection. Any work related internet charges will be met by College Guardians. A mobile phone will be provided. Mileage between the post holder's home address and relevant schools / colleges / universities to be visited will be paid by College Guardians.

College Guardians is committed to safeguarding and promoting the welfare of children and young people. The successful candidates must be prepared to undergo child protection screening and an Enhanced DBS check.

We will seek references on short-listed candidates that will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications before interview.

APPLICATIONS AND INTERVIEWS

To apply please complete a College Guardians application form which can be found on our website. Applications should be sent to Human Resources, Malvern College, Malvern, Worcestershire WR14 3DF or via email to humanresources@malverncollege.org.uk by no later than the closing date on 16th August 2021.

You will be required to provide proof of your identity, right to work in the UK and qualifications during the selection process.

PERSON SPECIFICATION

STUDENT SUPPORT ASSISTANT

CRITERIA	ESSENTIAL	DESIRABLE
Education and Qualifications	<ul style="list-style-type: none">• A good general education	
Experience, Knowledge and Understanding	<ul style="list-style-type: none">• Experience in an administrative and/or customer-facing role• Experience of working with and/or interacting with children and young adults	<ul style="list-style-type: none">• An understanding of the boarding school system
Role Related and Personal Skills	<ul style="list-style-type: none">• Excellent oral and written communication skills• Good numeracy skills• Computer skills (Word, Excel, databases)• Able to work well under pressure.• Ability to plan and schedule own workload and work on own initiative	<ul style="list-style-type: none">• Knowledge of a second language is desirable but by no means essential.
General	<ul style="list-style-type: none">• Flexible and able to work unsociable hours including evenings, weekends and Bank Holidays if required	