



# COLLEGE GUARDIANS

YOUR CHILD THE MOST IMPORTANT PERSON IN THE WORLD

**JOB TITLE:** Administration Assistant (part time hours)

**RESPONSIBLE TO:** Director of Guardianship Services

**RESPONSIBLE FOR:** N/A

## **BACKGROUND AND PURPOSE OF THE POST:**

College Guardians (CG) was founded in 2010 to provide educational guardianship services to overseas students attending boarding school, college and university 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 our website at [www.collegeguardians.co.uk](http://www.collegeguardians.co.uk).

Due to recent growth we now require an Administration Assistant to work with team at our office in Malvern.

## **KEY DUTIES:**

- Monitoring and responding to emails
- Regular communication as required with parents, staff and pupils
- Co-ordinating arrangements for student host family stays
- Arranging transport for students as required
- Liaising with the regional team with regards to transport/host arrangements
- Attending parent's meetings for students at Malvern College when required
- Some weekend on call duties
- Assisting with the recruitment of host families.

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.

Malvern College is committed to safeguarding and promoting the welfare of its pupils 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**

This is a part time position, 15 hours a week, 40 weeks per year (which includes half terms, and 2 weeks during school holidays). Working hours will be Monday to Friday, 3 hours each day to be agreed, although there will be a requirement for occasional on call and weekend work. A degree of flexibility is required

## **BENEFITS**

Contributory pension scheme with Scottish Widows  
Death in Service Insurance cover and Personal Accident Insurance cover  
Generous membership terms (family and personal) for the College Sports Facility.

## **TO APPLY:**

Please download an application form from our webpage [www.malverncollege.org.uk/job-vacancies](http://www.malverncollege.org.uk/job-vacancies) or contact the Human Resources department on 01684 581647. The closing date for applications is 19<sup>th</sup> March 2018

***Malvern College Enterprises Ltd is committed to safeguarding and promoting the welfare of children and young people. 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.***

**PERSON SPECIFICATION  
GUARDIANSHIP ASSISTANT**

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