



COLLEGE GUARDIANS

YOUR CHILD THE MOST IMPORTANT PERSON IN THE WORLD

JOB TITLE: Student Support Assistant (part-time)

AREAS OF COVER: Cambridgeshire

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 Assistant to work with the College Guardians team, based in or around Cambridge area to cover Suffolk, Essex and Hertfordshire.

KEY DUTIES:

- Visiting students at schools, colleges and universities
- Communicating as appropriate with parents and staff
- Attending parents meetings when parents are unable to travel from overseas
- Assisting with the recruitment of host families
- Assisting with the arrangements of host family stays for students
- Arranging transport for 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:

This is a part time role working on average 8 hours a week throughout the year, although the hours will predominantly be worked during School term time. However, due to the nature of the role, there may be more hours worked one week and less another. A highly flexible approach to working hours is necessary, including evenings and weekends where required.

The number of hours work per week will very much depend on the number of students attending schools, colleges or universities in the relevant geographical area. 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 holiday per year.

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.

APPLICATIONS AND INTERVIEWS:

For further information and an application form, please visit
www.collegeguardians.co.uk/resources/job-vacancies/

*Applications, consisting of a covering letter together with a completed application form should be sent to Human Resources, College Guardians, College Road, Malvern, Worcestershire WR14 3DF by
19th March 2018*

**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 	

March 2018