



COLLEGE GUARDIANS

YOUR CHILD THE MOST IMPORTANT PERSON IN THE WORLD

JOB TITLE: Guardianship Co-ordinator (maternity cover with the possibility of extension)

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.

The Guardianship Co-ordinator is based at our head office in Malvern and is a key role in providing support to both the team in Malvern and our regional staff.

KEY DUTIES:

- Regular communication as required with parents, staff and pupils
- Monitoring and responding to emails
- Arranging transport for students and managing holiday arrangements
- Co-ordinating arrangements for host student family stays
- Drawing up contracts for new students and new host families
- Liaising with new schools / updating contacts with current schools
- Co-ordinating DBS checks in line with AEGIS and Company requirements
- Management of application forms from our pathway providers
- Arranging meetings with pathway colleges and their students
- Liaising with Regional Co-ordinators
- Following up communication with pathway students / parents / agents
- Updating data base with all CG documents
- Attendance at parents meetings as required
- Assisting with the recruitment of host families
- Some on call duties
- Visiting students at schools / colleges as required.
- Deputising for the Guardianship Manager in her absence

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.

MALVERN QUALITIES

All staff are expected to model and promote our Malvern Qualities, which are:

- Resilience
- Self – Awareness
- Open-mindedness
- Kindness
- Collaboration
- Risk-Taking
- Curiosity
- Ambition
- Independence
- Integrity
- Humility

HOURS OF WORK

This is a full-time position, with some on call duties shared with other members of the team. This position is for maternity cover with the possibility of extension.

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.

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.

TO APPLY:

Please download an application form from our webpage or contact the Human Resources department on 01684 581647 or humanresources@malcol.org

The closing date for applications is 31st October 2018.

The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure & Barring Service prior to appointment.

**PERSON SPECIFICATION
GUARDIANSHIP CO-ORDINATOR**

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 • Ability to prioritise in a fast paced environment, dealing with a variety of challenges. • Ability to work with minimum supervision 	<ul style="list-style-type: none"> • An understanding of and sympathy with the boarding school system • Experience of working with and/or interacting with children and young adults
Role Related and Personal Skills	<ul style="list-style-type: none"> • Excellent oral and written communication skills • Exceptional interpersonal skills • Excellent IT skills (Word and particularly Excel) • 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.

	<ul style="list-style-type: none">• Self starter and able to work as part of a team.	
General	<ul style="list-style-type: none">• Flexible and able to work unsociable hours including evenings, weekends and Bank Holidays if required	

October 2018