

## Job Description

**Post title:** Easter Revision Accommodation Supervisor

**Responsible to:** Head Accommodation Supervisor

### Hours and Remuneration:

*Weekday supervision (Sunday 31 March-Friday 6 April and/or Sunday 8 April-Friday 12 April and/or Sunday 14 April-Friday 19 April)*

Duties commence at 16:00 on Sunday afternoon of the agreed week/s the Easter Revision Accommodation Supervisor will work. Working hours Monday-Thursday: 17:00-9:00. Friday 17:00-18:30. Remuneration: £490 (gross) per week

*Weekend supervision (7-8 April and 13-14 April)*

Duties commence at 18:30 on Friday and finish at 16:00 on Sunday of the agreed weekend/s. Remuneration: £196 (gross) per weekend

### Locations:

Week 1 and Week 2: Churchill College, University of Cambridge, Storey's Way, Cambridge CB3 0DS  
Week 3: Villiers Park, Royston Rd, Foxton, Cambridge CB22 6SE

### Main duties will include:

- Following the direction of the Head Accommodation Supervisor.
- Liaising with residence staff management, porters, kitchen staff etc.
- Update student details and related administration.
- Greet students at residence, allocate keys, etc.
- Room check
- Deal with any behaviour/discipline issues.
- Ensure all health and safety and safeguarding procedures are adhered to.
- Supervise the Common Room
- Assist in the running of evening activities i.e. sports, gym membership, films, quiz, etc.
- Escort students to and from MPW on the shuttle bus.
- Ensuring students depart safely at the end of their course.

Person Specification			
	Essential	Desirable	Assessment Method
Qualifications:	Educated to A level or equivalent	Educated to post A-level or beyond	Production of the Applicant's certificates
Experience:	Experience of dealing with young people aged 14-20, preferably within an educational context.	Experience of disciplinary sanctions with young people aged 14-20, preferably within an educational context.  Good working knowledge of GCSE and A level system,	Contents of the Application Form  Interview  Professional references
Skills Required:	An understanding of safeguarding and child protection issues.  An understanding of basic health and safety requirements when working with young people  Able to communicate effectively with young people.	Good working knowledge of the following MS Office packages: Word, Outlook, Excel and Access.	Contents of the Application Form  Interview  Tests at interview  Professional references
Personal competencies and qualities required:	Reliable, well-organised and efficient.  Capable of following procedure  Friendly and bubbly with an ability to strike a good professional rapport with students, staff and parents  A team player who is flexible and adaptable to changes in circumstances.  Resilience and positivity		Contents of the Application Form  Interview  Professional references