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| **Job Description** |
| **Post title:**  Easter Revision Accommodation Supervisor  **Responsible to:**  Accommodation Manager  **Hours:**  *Weekday supervision (Sunday 29 March-Friday 3 April and/or Sunday 5 April-Friday 10 April and/or Sunday 12 April-Friday 17 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: £495 (gross) per week  *Weekend supervision (4-5 April and 11-12 April)*  Duties commence at 18:30 on Friday and finish at 16:00 on Sunday of the agreed weekend/s. Renumeration: £198 (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 OR Westminster College, Madingley Rd, Cambridge CB3 0AA |
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| **Main duties will include:**   * Following the direction of the Accommodation Manager * 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. |

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| **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 |