



JOB DESCRIPTION – Graduate Assistant

Candidates are expected to spend time looking at the College website www.stclares.ac.uk which provides information about St Clare's and the courses we offer.

JOB SPECIFICATION	
Title of Post	Graduate Assistant
Purpose of Role	<p>Are you looking for a career with young people maybe within teaching, office work, boarding or social care and want to gain experience? Then this role would allow you to develop key skills and gain valuable work experience.</p> <p>The purpose of this role is to provide the environment in which students flourish, feel secure and fully engage with the College ethos. To assist the Vice Principal Pastoral and work closely with other staff in various areas of responsibility who maintain direct accountability for students and administrative tasks; to provide for the safety, good discipline and physical, academic, moral and pastoral wellbeing of all students in the College and Houses. You are expected to operate effectively as a communicator, an administrator and as a team member.</p> <p>To assist in the Admissions Office, Reception, Summer Courses Admissions Office, and looking after students in the boarding houses and contribute to the wider framework of the College as necessary.</p>
Reporting Structure	The Graduate Assistant reports to the Vice Principal Pastoral
Key Responsibilities	<p>Admissions Office</p> <ul style="list-style-type: none"> • To gain knowledge of the full range of courses available across the college (with a particular focus on summer school for juniors, teenagers and adults) • To provide administrative admissions support by taking enquiries by email, telephone and in person. This will involve supporting clients throughout the registration process: responding to enquiries, monitoring or inputting student data, invoicing, sending joining and visa documents, advising on transfers, taking payments etc. <p>Marketing Office</p> <ul style="list-style-type: none"> • To undertake various marketing activities as directed by the Marketing and Communications Manager to support the marketing team at busy times <p>Academic Office</p> <ul style="list-style-type: none"> • To undertake various administrative duties and responsibilities as needed throughout the year and liaise with the relevant members of the team <p>Boarding Duties:</p> <ul style="list-style-type: none"> • To work with the other boarding staff to create a warm and friendly atmosphere, fostering a happy community spirit • To help students learn the routines of the boarding house and assist with any problems. Any concerns about the well-being of students must be brought to the attention of the Senior House Parent/House Parent/Summer Dean • To support, help, induct and act as a positive role model to all students • To participate in the rota to ensure the boarders are suitably supervised • To uphold the rules of the House and pass on breaches of the rules to the Senior House Parent/ House Parent/ Summer Dean • To participate in the weekday, evening, weekend and overnight duty rota. Duties will include supervising a group of students, helping with Supervised

	<p>Study sessions, bedtimes, weekend trips and activities, and providing overnight staff cover in the boarding house</p> <ul style="list-style-type: none"> To be actively engaged with students when on duty To provide mentoring opportunities for all students as necessary and appropriate <p>Other Duties:</p> <ul style="list-style-type: none"> To liaise with the school nurse to ensure that appropriate medical and first aid care are administered to students and to be 'on call' at agreed times during the week when you may be asked to escort students to emergency medical appointments To attend meetings and major college events as required
TERMS AND CONDITIONS	
Terms of Employment	Full time, fixed term contract As soon as possible until 21 st August 2023 or until 21 st August 2024
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	Illustrative hours of work. They will depend on weekly rota. An average of 35 hours a week. Please note that the rota is subject to change and flexibility will be required.
Probationary Period	One month
Notice Period	Not less than one month's notice in writing
Salary/Pay	35 hours a week Pay will be at national living wage with accommodation offset. Accommodation is provided and all meals when students are on site
Holidays	
Pension	A contributory pension is offered through St Clare's group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee's contributions above 5% may be made, but do not attract a matching contribution from the employer.
Life Assurance	Death in service benefit is four times annual salary
Accommodation/Meal	Accommodation included with this role and in addition all meals when students are on site.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> Good level of education First Aid qualifications or willingness to be trained at the College's expense.
Knowledge, skills and experience	<ul style="list-style-type: none"> Able to carry out instructions reliably and efficiently Flexible and adaptable approach with a 'can do' attitude ICT literate to a good level Able to provide strong attention to detail Ability and willingness to work in a multi-cultural environment To promote the College's agreed policies and procedures Participate in the College's appraisal programme Cover for absent colleagues Able and comfortable with a varied and changing role to the job spec Participate in school-based INSET Excellent administrative skills Assimilate the information contained in College Policies and the Staff Handbook

	<ul style="list-style-type: none"> Support effective communication by forwarding documentation to the relevant staff or students <p>The duties and responsibilities shown above are not intended to be exhaustive and the post holder will be expected to be flexible and to take on new responsibilities as necessary to meet the changing needs of the College.</p>
Personal skills and attributes	<p>The successful applicant will demonstrate:</p> <ul style="list-style-type: none"> Caring and sensitive to the needs of all students Cheerful and a good sense of humour Outstanding communicator Willingness to get involved Passionate about understanding the needs of the students and dedicated to boarding Physical and emotional stamina

<p>References and Pre-employment Checks</p> <p><i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i></p> <p><i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i></p>	
References	<p>Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.</p>
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p>
Police checks / DBS	<p>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a pre-requisite of employment.</p>
Health questionnaire	<p>Satisfactory completion of a health questionnaire.</p>

<p>HOW TO APPLY</p>	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at www.stclares.ac.uk/recruitment.</p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	<p>Applications should be submitted by email to recruitment@stclares.ac.uk</p>
Contact us	<p>Email: recruitment@stclares.ac.uk Tel: 01865 552031</p>
Deadline for applications	<p>23rd January 2023 at 9:00am</p>

