# Job Description

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| **Post Title:****Department:**  | Bank Student Accommodation Officer Student Services |
| **Reports to:** | Student Services Manager |
| **Overall job purpose:**  | To be responsible for the immediate supervision and welfare of students living in on-site accommodation |

## Grantham College Mission & Vision

To deliver inspirational vocational, technical, professional and higher education and training that empowers people, businesses and the community to achieve their goals.

We will be an accessible, essential, relevant and trusted partner that delivers improved skills and a love of lifelong learning to:

* Better progression opportunities and careers for our students
* Increase productivity and profitability for employers and
* A thriving local economy and community

## Main Duties & Responsibilities

1. To ensure that all students in on-site accommodation behave in accordance with the terms as set out in the Student Residential Licence.
2. To monitor and supervise the activity of students in on-site accommodation ensuring students adhere to Health and Safety procedures and that safe practice is observed by the students.
3. To ensure that all communal and study-bedroom areas in the on-site accommodation are kept clean in accordance with weekly and weekend task rotas for cleaning and preparing rooms and, ensure that those responsible for damage are identified and made accountable.
4. To plan, participate in and contribute to social and extra-curricular activities to develop students’ independent living, study and employability skills.
5. To work independently while on duty following relevant procedures for escalating concerns re: missing students, repairs and maintenance and any student behaviour issues.

## Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post.

1. To undertake additional duties as required or requested by College management.
2. To take part in approved staff development as part of the College’s Staff Development

Programme. It is mandatory for employees to complete induction training after which you will receive certificates of completion, which will need to be periodically renewed.

1. To ensure the College Health and Safety policies and procedures are adhered to and safe working practices are observed by themselves and others (including students) for whom you are responsible.
2. To take responsibility for safeguarding and the promotion of welfare for students and vulnerable adults within the College.
3. To carry out all duties in accordance with Diversity, Equity and Inclusion policies and procedures.
4. To ensure knowledge on Safeguarding, Diversity, Equity and Inclusion, The Prevent Duty and Data Protection are up to date through the completion of mandatory training

# Person Specification

Post Title: Student Accommodation Officer

Job post number: BSAO/04.2023

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| **Requirements** | **Essential** **or** **Desirable** | **Evidence by:** **App Form (A)****Interview (I)** |
| **Knowledge*** OFSTED regulations regarding residential accommodation
* Maths and English at GCSE A-C grade
 | DE | A/IA |
| **Skills/abilities – interpersonal*** Excellent verbal and written communication skills
* Working effectively within a team
* Ability to deal with student behaviour
 | EEE | A/IA/IA/I |
| **Skills/abilities - other*** Housekeeping / Cleaning skills
* Attention to detail
* Accurate record keeping
* Common sense approach to problems
* Able to complete manual handling activities
* Computer literate (or willingness to learn)
 | EEEEEE | A/IA/IA/IA/IA/IA/I |
| **Experience*** Knowledge and understanding of supporting / working with young people aged 16-19 whether in the workplace (youth work, care, education or similar setting) or equivalent
* Lone working and working on own initiative
 | EE | A/IA/I |
| **Work related circumstances*** Commitment to the promotion of Equality, Diversity & Inclusion
* Commitment to the promotion of safeguarding issues
* Commitment to College mission and vision
* Commitment to development of self and others
 | EEEE | IIII |

**Essential attributes:** Those without which a candidate would simply be unable to do the job. Any candidate unable to meet these requirements would normally be rejected at the short-listing stage.

**Desirable attributes:** Those which would be useful for the post-holder to possess

Date Prepared: April 2023