



## JOB DESCRIPTION

Job Title	Student Services Officer—Student Support
Start Date	September 2022
Salary	Salary will be on the Sixth Form Colleges' Support Staff Scale from points 10-12 = £22,254 – £23,730 per annum, pro-rata.
FTE	Full Time / Term-time only
Responsible to	The Principal through the Safeguarding Officer and Deputy Principal – Student Services.
Liaising with	Relevant staff with cross college responsibilities, E.g. Senior Management Team, Head of Hall Team, College Management Team, teaching staff, counsellors, personal tutors and support staff.

### Role Purpose

- To support the work of the Safeguarding Officer and the wider Safeguarding Team with students who are vulnerable or have emerging wellbeing or welfare needs.
- Supporting the Safeguarding team with signposting, referral and interventions. To provide a general administrative and well-being service for students.

### Main Duties and Responsibilities

- Working with students in need of wellbeing support who have been signposted to Student Services.
- To work supportively with students to help promote student wellbeing, on both an appointment and drop-in basis.
- To maintain a flexible approach to supporting students, adopting targeted duties as arise during the academic year i.e. supporting new students' introduction and orientation to key locations on campus.
- To arrange and provide study support appointments for identified students to assist and develop skills in work organisation, presentation, revision techniques and time management as appropriate.
- To support the work of the safeguarding team by conducting appropriate assessments and referrals with students including Early Help assessments and referrals to Housing or Mental Health teams. Support students with applications for Universal Credit. Referral to food banks including issuing of food bank vouchers. Contact with families and other agencies as required, gaining consent from the family to engage with services who may be best placed to support them.
- To support vulnerable students including those who are Looked After, Living Independently and Young Carers. Including working with the Finance Team to identify students eligible for bursary and free college meals.



## Main Duties and Responsibilities

- To follow the College safeguarding systems and procedures responding to safeguarding concerns that may be raised or disclosed and escalating through the Safeguarding Team.
- To support the work of the safeguarding team in the arranging and booking of meetings and visitors. Supporting students where appropriate with visits from external agencies.
- To work with the wider Student Services team providing advice and guidance to students or signposting to relevant others. Link closely with the safeguarding team to ensure that students identified as requiring additional support are referred on accordingly.
- To maintain a good understanding of safeguarding themes, attend training and Level 3 safeguarding training.
- To undertake any other tasks commensurate with the grading of the post

### Staff Development

- To undertake staff development where appropriate
- To take part in the College's Appraisal Process

### Deployment of Staff

- To ensure that appropriate arrangements for cover are made when absent
- To work as part of a team and to ensure effective working relations

### Quality Assurance

- To ensure the effective operation of quality assurance systems
- To contribute to the process of the setting of targets within the department and to work towards their achievement.
- To assist with the implementation of College quality procedures, especially through contribution to the self-assessment process

### Communications

- To ensure familiarity with the department's aims and objectives
- To liaise with relevant external bodies as appropriate

### Marketing and Liaison

- To contribute to the College liaison and marketing activities
- To link with external agencies as appropriate

### Management of Resources

- To contribute to the maintenance of an attractive working environment in the relevant working environment



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## Main Duties and Responsibilities

### Other

- To support the aims and objectives of the College.
- To attend meetings in accordance with the College meetings schedule.
- To undertake any other duties the Principal or her designated alternate may reasonably direct from time to time within the context of the Loreto College contract.
- This Job Description is subject to periodic review and amendment.
- The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.
- To take all reasonable steps to ensure the security of any personal data relating to college employees or students, (either future, current or past) to which you have access, in line with the requirements of the college's Data Protection Policy and the General data Protection Regulation (GDPR).

*This job description will be kept under review and may be amended from time to time, following consultation with the post holder, to reflect changing organisational needs.*

Start Date	September 2022
Closing Date	Closing date for receipt of applications <b>10.00am</b> on <b>22 September 2022</b> . We will not be able to accept applications after this date, except in exceptional circumstances.
Interview Date	Interviews are currently due to be held <b>W/C 26 September 2022</b> (this is subject to change). Candidates will be contacted by phone or email to schedule their interview. Please ensure correct contact information is included and correct on your application, along with any dates that you are not available for interview.

# Person Specification

The person specification will be used in when shortlisting candidates to interview

	Essential/ Desirable	Assessment
<b>Experience</b>		
Experience in an administrative role	Essential	Application/Interview
Administrative experience in an educational environment	Desirable	Application/Interview
<b>Skills &amp; Knowledge</b>		
Proficiency in working with standard office applications such as MS Word, Excel and Outlook	Essential	Application/Interview
The ability to operate a computerised administrative system / database	Essential	Interview
Recent frequent experience of using unit-e and competent at extracting data and running reports as necessary	Essential	Interview
Excellent standards of literacy and numeracy	Essential	Interview
Ability to work with other staff as a team	Essential	Interview
Excellent organisational and administrative skills	Essential	Application/Interview
Excellent communication and listening skills	Essential	Interview
A clear understanding of developments in post-16 education	Desirable	Application/Interview
Ability to meet deadlines	Essential	Application/Interview
Evidence of commitment to Continuous Professional Development	Essential	Application/Interview
IT literate	Essential	Application/Interview
<b>Qualifications</b>		
Educated to degree level or equivalent, or substantial relevant experience that demonstrates a high order of literacy, numeracy and analytical skills.	Essential	Application/Interview
<b>Attitude &amp; Impact</b>		
Positive and enthusiastic	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
Committed to Equality and Diversity	Essential	Interview
Flexibility and a readiness to undertake a wide range of tasks	Essential	Interview
<b>Personal</b>		
Enhanced DBS Clearance	Essential	Pre-employment check
Can evidence proof of right of work in the UK	Essential	Application/Interview

The College is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment.



## Staff Benefits

- Free secure on-site parking
- Cycle to Work and Technology schemes
- Free onsite fitness classes including Yoga and Pilates
- Free tea and coffee in all staffrooms and subsidised Starbucks pod on campus
- Free staff lunch and refreshments on inset days
- Access to wellbeing services such as private physio and virtual GP appointments through our enhanced Occupational Health package
- End of term all-staff celebration lunch

## Payroll & Pensions

Payment	Your salary will be paid by BACs transfer into your bank account on the last banking day of the month, unless notified otherwise.
Pension Scheme	You will automatically become a member of the Local Government Pension Scheme (unless you opt-out).

## Safeguarding

DBS Clearance and Safeguarding Checks	This post requires DBS clearance and is subject to Enhanced clearance from the Disclosure and Barring Service as well as a range of other safeguarding checks
Rehabilitation of Offenders Act 1974	The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website. You are not required to provide details of criminal convictions at application stage. However, if shortlisted for interview you will be asked to supply further information, which will include spent convictions.