

ABBEY COLLEGE MANCHESTER



Information Pack:

Accommodation and Operations Assistant

June 2022

About Abbey College Manchester

Abbey College Manchester was founded in 1990 and over the past thirty plus years has become one of the leading providers of independent sixth form education in Greater Manchester. There are 200 plus students in the college. Within this around 40% are from the Manchester area with the remainder coming from up to forty different countries across Europe; Africa; Asia and the Americas.

We aim to:

- guide our students to achieve academic success and fulfil their aspirations
- respect and value each student providing a friendly, safe, supportive environment where students are happy and grow in confidence
- show a sensitive understanding of the challenges facing young people in the 21st Century by empowering students to make informed decisions and have the determination to achieve their goals
- prepare our students for university, their future careers and to make a positive contribution to the community.

We are a dynamic, exciting college, situated in the heart of Manchester providing high quality, flexible A Level, International Foundation, Combined Studies and GCSE programmes. We have recently introduced two unique programmes to complement our offering; these being the Combined Studies Programme and the Academic Studies with Football Training or Basketball Training Programme. Our modern building provides an environment conducive to study and in our small classes each student can develop their individual aptitudes aided by a strong system of tutorial guidance.

Teaching and learning is rigorous whilst being creative and responsive to individual need. Our enrichment activities include sport, voluntary work, charity events and many other opportunities led by the students and staff. We encourage students to raise their own expectations and standards to the highest possible level. Staff, students and families get to know each other well and enjoy working together.

At Abbey College Manchester we offer a unique alternative to the traditional school whilst maintaining a strong academic ethos. Everyone contributes, everyone is appreciated; our committed teachers love their subjects and seek to inspire their students, in their turn, to love learning and value the acquisition of knowledge.

International Office

The position of Accommodation and Operations Assistant is available within the International Office. With the continuing growth of the number of international students coming to the college the role is integral to ensuring that their living arrangements are managed efficiently from the time they physically accept an offer to join the college to when they arrive in college, and that their welfare is looked after throughout the duration of their studies.

The International Office is a key area within the College and comprises the Assistant Principal Operations and an International Compliance and Admissions Officer.

There are approximately 130 international students in the college from over 40 countries, including China, Hong Kong, Iran, Nigeria, Angola and Kenya. The students are accommodated within home stay families and Clydesdale House. If students are over the age of 19 by the start of the academic year they are permitted to live independently although this is discouraged. Students under the age of 19 are not permitted to live independently unless they have family or guardians in Manchester.

Description of the post

The role is an important and diverse one, ensuring that all boarding students' living arrangements are managed efficiently from the time they physically accept an offer to join the college to when they arrive in college, and that their welfare is looked after throughout the duration of their studies. The post holder will work closely with the Assistant Principal Operations, Host Families and Boarding team to ensure this. The post holder will also oversee the operations and administration aspects involved in the running of Clydesdale House and the Host Families, and ensure the necessary documentation has been seen for students living outside college accommodation. As part of the wider duties, the post holder will cover six of the "Occasional Time" shifts at Clydesdale House.

Key Responsibilities: Accommodation

- Manage and be responsible for the day to day running of all accommodation whether it be home stay, Clydesdale House or independent living, and to be aware of, and respond to, the special needs of individual students
- Work closely with the Senior House Parent to ensure that any operations issues are dealt with swiftly and effectively
- Arrange airport transfers for students arriving into, and leaving, the UK
- Manage the ordering of equipment and resources for Clydesdale House in conjunction with the Assistant Principals
- Understand NMS and ensure that Abbey College Manchester meets and exceeds these and keep abreast of all updates
- Visit all Host Families at least termly to discuss the students and to ensure that any issues are dealt with
- Undertake feedback meetings with host family students at least termly
- Visit all Independent Livers with the College Nurse at least termly, including at the beginning of the academic year to establish that the accommodation is appropriate
- Carry out research into potential new home stay families, including any that come from recommendations.
- Manage the process of selecting potential new host families, including sending out the preliminary information form, house visits, preparation of questions, interviewing, taking of photographs, writing of any follow-up letters, etc.
- Ensure that the paperwork for all boarding students is up to date and stored securely
- Ensure that host family contact information is kept up to date and that student details are correct in SIMS (for those with host families)
- Ensure that all policies, handbooks and welcome packs are updated at least annually and placed on the college's Welcome Portal
- Organise any relevant training courses for host families, for example Safeguarding and Child Protection
- Complete beginning and end of year inspections at Clydesdale House with member of Almero staff

Key Responsibilities: Operations

- Ensure that all students' photos are uploaded to SIMS annually
- Liaise with the Basketball and Football providers as the first point of contact and help with the organisation of daily attendance registers and transport
- In conjunction with the Marketing Officer, update social media channels regularly
- Prepare Half-Termly newsletters
- Help put together student testimonials and video feedback interviews for social media and other marketing activity
- Be a form tutor to a tutor group
- Assist with front office cover as and when required
- Being a new role it is anticipated that the job description will develop over time

Note: This job description is indicative of the duties and responsibilities of the post but does not form part of any contract of employment. All jobs within the college evolve over time and their features vary from year to year.

Key qualities

- To be able to follow the ethos of Abbey College Manchester that is in line with the college's philosophy
- Team player who can adapt to the college ethos and innovate whilst working within the existing and developing structures
- Experience of working with students 16-19+ age group
- Ability to help students across the ability range develop good study habits
- Experience of working with second language speakers and international students
- Ability to innovate and develop ideas appropriate to the setting
- Ability to work with young people and make a good relationship
- Ability to manage possible conflict
- High levels of organisation
- Honesty and integrity
- Be suitable to work with young people (DBS clearance)

Terms and conditions

Remuneration

A **starting salary** of £25,500 per annum is offered depending on qualifications, knowledge and experience as outlined in the job description.

Hours of work

37½ hours per week. These will be normally between 9.00am and 5.00pm each weekday.

However, flexibility is required as some evening work will be required. Six "Occasional Time" shifts per annum will be covered at Clydesdale House (including overnight)

The position is full-time and permanent subject to satisfactory completion of probation

Holidays

A starting holiday entitlement of 35 days per annum, inclusive of bank holidays is offered.

If any bank holidays have to be worked a day off in lieu will be given. Holidays are restricted during August and September and can only be taken in exceptional circumstances.

About the Alpha Plus Group

The Alpha Plus Group is the parent company of Abbey College Manchester and nineteen other schools. It was founded in 1931 under the name Davies, Laing and Dick. The schools and colleges within the group have developed a longstanding reputation for delivering premium quality education.

In all its educational establishments, the Alpha Plus Group aims to provide a supportive and controlled environment in which children and young people are encouraged to pursue high academic and personal goals as happy and secure individuals. The Group expects that all its staff will be alert to the needs of its pupils and students - including their need for safety and protection - and will always put the interests of children and young people first.

Each school and college retains its own identity, with the Heads and Principals afforded significant management authority, but with the benefits of financial security, camaraderie and opportunities for sharing best practice by belonging to one of the country's leading educational groups.

The selection processes

Job title: Accommodation and Operations Assistant

Activity	Date
Deadline for receipt of applications	29 th July 2022
Shortlisting of candidates	W/C 1 st August 2022
Interview dates	W/C 1 st August
Start date	1 st September 2022

Applications will only be accepted from candidates completing the Abbey College Manchester Application Form and Equal Opportunities Monitoring Form. These forms, together with a short covering letter explaining why you believe you are suitable for the role, should be addressed to the Principal and sent to: Abbey College Manchester, 5-7 Cheapside, off King Street, Manchester M2 4WG.

We reserve the right to close this advertisement early and appoint at any point in this process or not appoint

Safeguarding Statement

Candidates should be aware that all posts in the college involve responsibility for safeguarding children. **The Abbey College Manchester Safeguarding Statement** is as follows: "We recognise our moral and statutory responsibility to safeguard and promote the welfare of all students. We endeavour to provide a safe and welcoming environment where children and young people are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children and young people receive effective support, protection and justice".

Rehabilitation of Offenders Act, 1974

This post is **exempt from the Rehabilitation of Offenders Act 1974** and therefore all convictions, cautions and bind-overs, including those regarded as 'spent' must be declared. Please provide full details in a sealed envelope marked 'Confidential'. The letter will be opened after shortlisting, prior to interview.

References

These will be taken up after interview. As part of this your referees will be asked about your suitability to work with children and whether they know of any disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired) and

whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

Interview

If you are invited to attend an **interview** this will be conducted in person and will include questioning on your suitability to work with children. All candidates must bring original documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas, etc.). All candidates invited to interview must also bring their passport or photo ID and proof of the right to work in the UK (if applicable).

Pension provision

Abbey College Manchester is part of the Alpha Plus Group and automatically enrol all new employees (unless requested not to by the employee) onto the **company pension scheme**. Notification of the pension plan (and all further details including opt out / opt in rights) will be provided.

Offer of appointment

Any **offer of appointment** is conditional on receipt of satisfactory references, an enhanced DBS clearance, the interrogation of qualifications and proof of the right to work in the UK.

We are committed to safeguarding and promoting the welfare of children and young people.

We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.