



JOB DESCRIPTION

Post:	Learning and Personal Support Advisor – STEM & Health Centre
Responsible to:	Student Services Team Leader/ Learning Resources Team Leader
Salary:	Scale 4 (Pts 21 - 24) £21,251 to £23,670 per annum Full time, 37 hours per week Job Share considered
Conditions of Service:	Truro & Penwith College Conditions of Service
Main Purpose of Job:	<p>To provide personal support and support students with financial and welfare information within the STEM & Health Centre.</p> <p>To maintain, organise and develop relevant welfare resources within the College.</p> <p>To assist in the day-to-day running of the Library and Learning Resources service</p>



Specific Duties:

To support students with financial and welfare information within the College.

To support curricular and tutorial activities across the College, both directly and through the preparation of material and activities.

To maintain, organise and develop financial and welfare resources within the College.

To assist with organisation of conferences, talks and other events related to Student Services.

To maintain close liaison with outside agencies.

To support the work of the Student Services Team as necessary.

To assist and support the Learning Resources Manager in the provision of a Library and Learning Resources service.

To assist in the provision of a counter and enquiry service to users in the Library.

To organise the maintenance, display and circulation of resources.

Effective handling of day-to-day enquiries in person, over the telephone or by email.

To perform general administrative duties including word processing, handling the post and various other tasks as required.

To undertake stock checks including repair and renewal and replacement of stock.

To respond flexibly to the varied requirements that will inevitably emerge in the process of developing the scope of the department.

To undertake such cross-college responsibilities as may from time to time be ascribed to the post



General Requirements:

As a member of staff the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.



PERSON SPECIFICATION

LEARNING AND PERSONAL SUPPORT ADVISOR STEM & HEALTH CENTRE

Ideally, the person appointed will have the following skills and experience:

- Experience and knowledge of working with people of all ages and background or the enthusiasm to learn.
- Experience and knowledge of financial support information eg benefits bursaries and welfare issues or the enthusiasm to learn.
- knowledge and understanding of current library procedures
- library experience but not necessarily in an educational setting
- Very good interpersonal skills and in particular the ability to establish good relationships with students and staff.
- Good working knowledge of the use of the internet
- Excellent organisational and administrative ability.
- High level of IT literacy particularly in the use of word processing and spreadsheets
- a qualification at degree level, is desirable

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.