

WYMONDHAM COLLEGE JOB DESCRIPTION

INTERNATIONAL AND MOD STUDENTS LIASON OFFICER

Line Managers job title:	Admissions Manager/Marketing and Admissions Executive
Salary:	Points 18-22 of the Support Staff Scale FTE £30,559-£32,654 per annum Pro rata £16,977- £18,458 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 2
Hours per week:	25 hours per week

THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 11 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an International and MOD Students Liaison Officer.

Working within our Admissions team, the role of the International and MOD Student Liaison Officer will be crucial to providing world-class support to all of our international and MOD students and their families) who board with us. The postholder will be required to routinely liaise with students and their families from the beginning of their boarding journey and all the way through their time at Wymondham College. They will provide administrative support for all international and MOD students boarding at Wymondham College Prep School and Wymondham College, which will include liaising with the families of international students about travel arrangements and providing a line of communication between the Boarding House, Tutors etc and the families. and ensuring the students time at the College is a memorable one.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

The professional competencies expected of an International and MOD Students Liaison Officer are:

- Have an interest in international projects and a sound awareness of current international issues
- Be flexible and imaginative in developing new ideas and resources, as well as adapting to changes;
- Have the ability to think, plan and judge carefully and imaginatively;
- An excellent eye for detail and a commitment to high standards;
- Able to represent the College at the highest level;
- Demonstrate a warm and empathetic approach to families regarding the boarding experience and process
- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an International and MOD Liaison Officer are:

- A good level of literacy and numeracy
- A good level of knowledge and understanding gained by experience in a professional capacity
- A successful track record in a demanding administrative role or successful experience in a role requiring excellent organisational skills is essential;
- Some previous experience working with young people is highly desirable;
- Knowledge of school admissions is desirable;
- Previous experience coordinating international travel, visits or projects is also desirable.

JOB SPECIFICATION

General Responsibilities

The International and MOD Students Liaison Officer will provide administrative and organisational support for all international activities and international links with which the College is involved. This will involve leading events when required.

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

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Support with the development and sustainability of our overseas market.
- Support for international and MOD children support groups.
- Being a warm point of contact for all overseas families during the application stage and once the student has joined Wymondham College.
- Liaise with the parents/carers/guardians of international and MOD students and Heads of House regarding travel arrangements to and from the College;
- Maintain the central register of international and MOD students' and their guardians in the UK;
- Staff the International Centre from midday on the day before the start of each half term to provide an early arrival welcome event for international and MOD students and be the first point of contact for any travel difficulties;
- Provide support for Wymondham College and Wymondham College Prep School staff travelling overseas to interview prospective international students and organise periodic meetings between College staff and parents/carers of international students overseas;
- Contribute to publicity materials, including sections of the College website, specifically targeted at international and MOD students;
- Maintain the Exeat House booking system (invite bookings, confirm bookings, process information re invoices/payments);
- Liaise with families regarding trips and visits and offer to students.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	25
Normal working Pattern	Monday to Friday 10:00-15:30
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	Annual holiday entitlement for full-time support staff will reduce to 33 days (including bank holidays), rising to 37 days after 5 years' service.

	Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Points **18-22** of the Support Staff Salary Scale
- FTE Salary: **£30,559-£32,654** per annum
- Pro rata salary: **£16,977-£18,458** per annum

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately **22%** (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

NOTE FOR WC: The annual salary will change each year depending on the days and weeks in the academic year.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.