



Kings Young Learners

Last updated: 19 November 2019

Job Description: Accommodation and Welfare Coordinator 2020

Locations: Brighton University, Brighton
Southbank University, London

Reports to: Accommodation and Welfare Manager and ultimately Centre Manager

Role Description

The main role of the Accommodation and Welfare Coordinator is to manage the accommodation areas as well as the health safety and wellbeing of students in the block. All Accommodation and Welfare Coordinators work a 6-day week. Due to the nature of the role, Accommodation and Welfare Coordinators are sometimes required to work intermittently through the day, beginning with wake-up duties, and finishing with lights-out. However, the individual periods of work throughout the day are shorter than English lessons or activity sessions.

Duties and Responsibilities:

- To take charge of the general welfare of all students in the accommodation blocks
- To ensure the safety and well-being of the students getting to and from the classroom/dining areas
- To carry out meal duties on a rota basis
- To oversee all aspects of pastoral duties including (on a rota basis) wake-up and lights-out duties, laundry day, cleanliness and tidiness of rooms
- Ensuring any maintenance reported to the Accommodation and welfare manager
- To act as a guardian to a designated number individuals (see guardian duties for details)
- To ensure the health and safety of all students, taking any necessary and appropriate measures in relation to medical issues as and when they arise
- To assist with meeting and greeting/checking in students on arrival and departure transfers
- To act as contact point for all group leaders relating to issues with the accommodation block.
- Regular assistance with control of discipline, observance of time-keeping, etc. both at night-time and meal-times
- To encourage a 'hall' community with regular meetings with students, and personalised notice boards.



Kings Young Learners

- Attendance at regular staff and management meetings
- To lead and supervise activities/off site excursions as directed

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check.

All Accommodation and Welfare Coordinators must be over the age of 18 and be eligible to work in the UK.

Applicants must be able to demonstrate:

- Safeguarding young people training or equivalent
- Experience of working with minors in a supervisory/pastoral role
- A mature manner in order to effectively communicate with students, Managers, group leaders, and other staff alike
- Excellent communication and interpersonal skills
- Energy, enthusiasm, and an empathy with children/teenagers
- Flexibility and adaptability regarding working hours

Desirable attributes include:

- University degree completed or in progress
- Previous Hall Management experience
- Interest/ability in areas such as sports, music, arts, drama, tour guiding
- Current first aid certificate

Remuneration package:

Basic pay per week:

Age 18 -24 £380

Age 25 + £405

Holiday Pay:

12.07% of your gross pay will be added to final pay

Food and Accommodation: Accommodation and 3 meals a day are provided

Bonus: A loyalty bonus of £20 per week is paid to all Accommodation and Welfare Coordinators returning to the Accommodation and Welfare Coordinator role and is added to final pay.



Kings Young Learners

Staff at Kings are paid fortnightly (a week in hand).

Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment process.