



London Metropolitan University
Students' Union

Job Title: School Rep Assistant (x 6)

Salary: £12.21 per hour including holiday pay

Hours of work: Approx 5 hours per week. Exact hours to be agreed with the Student Voice Coordinator

Report to: Student Voice Coordinator (Engagement and Campaigns) tbc

Job Purpose:

To support the Student Reps scheme within the Students' Union and University, working with Student Reps in your school and liaising with elected officers and staff within the Students' Union.

Main Duties and Responsibilities:

Student Reps

- Be the first line of support for Student Reps within your school, including responding to inquiries
- Work with Student Reps in your school to gather, present, respond to and feedback the views of students making use of all communication and feedback channels including Unitu
- Support Student Reps and elected officers to develop activities and actions in response to student feedback
- Maintain regular contact with Student Reps, elected officers, the Student Rep Team and the school community
- Organise School Rep Forums within your school, including room bookings and minute taking, as directed by the Student Rep Team
- Provide briefings and debriefings to Student Reps and elected officers attending school-based committees and meetings
- Ensure that the Student Rep database and web resources are up to date and relevant
- Assist in the development and delivery of training activities for Student Reps and elected officers
- Assist in the promotion of the Student Reps scheme e.g. sending out emails, weblearn announcements, creating content on social media, sharing promotional materials, staffing stalls, attending events, liaising with school staff

Other

- Support the democratic functions of the Students' Union including Student Council, Elections and the Annual General Meeting, including working to promote these to Student Reps and students within your school
- Maintain Students' Union notices, leaflets and posters in your school

Miscellaneous/ Other Duties:

- Act as an ambassador for the SU, promoting a positive image, in everything that you do
- Attend meetings and training events as required to aid SU and personal development
- Undertake training and develop specialist knowledge in appropriate areas
- Comply with and promote the environmental and sustainability policies and practices within the SU
- Have a flexible approach to duties and work and, in particular, adopt a teamwork style with all colleagues and activities. This may involve undertaking duties in support of the activities and services of other areas of the SU
- Carry out all duties in accordance with the SU policies designed to protect members of staff or students from harassment. It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards staff, students, visitors or members of the public. The postholder should also counteract such practice or behaviour by challenging or reporting it
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the SU and University Health and Safety Policies, Codes of Practice and local arrangements
- Co-operate with the line manager or any other person with specific responsibility for health and safety, to enable the SU's and University's responsibilities under the Health and Safety at Work Act to be performed
- Demonstrate a commitment to working in a democratic environment
- The SU will require the appointee to undertake a Disclosure and Barring Service (DBS) Check prior to employment commencing. The DBS clearance will be sought by the SU
- The duties described above are not an exhaustive list, but are intended as being illustrative of the level and type of work required
- The job holder may undertake other duties of a reasonable nature, as may be determined by the postholder's line manager from time to time, in consultation with the postholder
- The job description may be subject to amendment from time to time after discussion with the post holder
- This job description does not constitute part of the contract of employment

Review Clause:

This is a description of the job as it is presently constituted. It is the SU's practice to periodically examine job descriptions and to update them to ensure that they accurately reflect the job that is required to be performed, or to incorporate proposed reasonable changes. This procedure is conducted jointly by each manager in consultation with the individual whose job description is being reviewed. All staff are expected to participate fully in such discussions. When a manager seeks to amend or vary the job description it will seek to do so with the agreement of the employee, giving consideration to any representations s/he may wish to make. Where agreement is not possible, the manager will confirm the changes to the job description to the employee in writing, together with the date on which the changes will take effect. The manager will provide an explanation as to why any representations have been unsuccessful, by whatever means is appropriate. Where changes are made to a job description, consideration will be given to whether the post should be subject to re-evaluation depending on the extent and scope of the changes.

Personal Specification

Attributes	Relevant Criteria	How Identified	Rank
1. Relevant Experience	Experience of administrative tasks including record keeping and minute	Application form and interview	Desirable

	taking		
	Experience of being a Student Rep at London Met University		Essential
2. Education and Training	Current Student at London Met University	Application form	Essential
3. General & Special Knowledge	Knowledge of the academic issues affecting students at London Met	Application form and interview	Desirable
4. Skills & Abilities	Ability to work both independently and as part of a team	Application form and interview	Essential
	Ability to undertake a range of administrative procedures		Essential
	Basic IT skills, including the ability to use G Suite		Essential
	Ability to organise and prioritise work		Essential
	Good verbal and written communication skills		Essential
5. Special <u>Requirements</u>		Application form	
<p>In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications (long list) which meet all of the essential criteria, we will then use the desirable criteria to produce a shortlist.</p>			