

JOB DESCRIPTION

Colet Mentoring and Partnership Co-ordinator – St Paul's School

Department Partnerships

Line Manager Assistant Director Partnerships / Colet Mentoring Partnership Manager

Role

The Colet Mentoring and Partnerships Co-Ordinator will assist with the Partnerships team with setting up and monitoring online mentoring sessions provided as part of the School's Colet Mentoring Programme. The post is a fixed term casual role and would suit a school leaver or a recent graduate who is looking for some work during their gap year or following graduation.

Main Duties and Responsibilities

- Monitoring mentoring sessions checking for student behaviour – feeding back to Mentors, with support from the Colet Mentoring Partnerships Manager and the Head of Volunteering.
- Run promotional workshops for students and parents on how to use the app.
- Support with marketing of the programme nationally.
- Work with the Assistant Director of Partnerships and Head of Volunteering to support the in-person volunteering programme including holiday courses with partner schools and charities.
- Work with the Head of Charities and partner charities to support fundraising events at school.

Essential skills and qualifications

- Ability to work both independently and as part of a team.
- Discretion, courtesy, honesty and integrity.
- Reliable, punctual and hard-working with a can-do attitude.
- Strong social media skills.
- Google Suite trained.

Desirable skills and qualifications

- Proven administrative experience.
- Ability to gain respect of pupils and staff.
- Equable and calm disposition.
- Exemplifies the values of the school.

Contract

This is a fixed-term, casual contract from September 2022 – July 2023.

Hours of work

The post is offered as a casual contract, paid monthly via timesheet for the hours worked per week. Typically, you will work during the school day from 8.30am to 4.30pm but will also be expected to be available to work during the evening to cover the homework hours of 6pm – 7pm. Occasional weekend work may also be required.

Holidays

In lieu of accruing holiday your hourly rate of pay will be uplifted by 12.07%, the equivalent of 5.6 weeks paid holiday per year. This will be pro-rated to reflect the hours worked per week, inclusive of Public Holidays.

Salary

£11.05 per hour.

Benefits

- Free daily hot lunches provided, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Employee Assistance Programme; an independent, free and confidential advice service that can offer both practical advice and support on topics such as Debt & Finance Support, Legal and Tax Advice, Family Care and Mind and Body Support.