

October 2021

Job advert

Accommodation Officer

Context

INTO is an organisation working in partnership with leading UK Universities in a unique initiative that their competitive position in international markets. In long term joint ventures, we deliver pathway courses for international students that lead to undergraduate and postgraduate study. INTO invests in state-of-the-art facilities to house the new INTO centres, and in a global network that recruits students from many cultures.

Requirements

INTO University of Exeter has a vacancy for an Accommodation Officer within its Student Services Team, reporting to the Head of Student Services and Systems.

Your main responsibilities will be to allocate students to residential and homestay accommodation using Room Service, ensuring the maximum occupancy possible. You will also provide adequate information to all students/agents/hosts pre-arrival as well as overseeing the arrival and departure processes and maintaining record of contracts.

You will effectively manage the rota and duties of the Out of Hours team in promoting the welfare and good order of students in residences and the provision of management information.

You will also act as the main point of contact for issues arising regarding accommodation.

Some out of office hours and weekend working is a requirement of this post. An offer will be subject to a satisfactory DBS check and two references; please provide two referees and their email contact details with your application.

Salary

£23,450 per annum
Permanent - Full Time

If you feel you have the necessary skills, experience and interest for this post, please send your CV, with a covering letter saying why you are interested in the role, to z.dixon@exeter.ac.uk

Closing Date for applications is **12.00 noon on Friday 15th October 2021**.
Interviews will be held w/c 18 October 2021.

Safeguarding

As part of our Safeguarding procedures, applicants are asked to note that:

- references will be followed up;
- all gaps in CVs must be explained satisfactorily;
- proof of identity and (where applicable) qualifications will be required;
- reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18;
- appropriate suitability checks will be required prior to confirmation of appointment.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.

INTO is an equal opportunities employer.

INTO is committed to safeguarding and promoting the welfare of young people, and child protection screening will apply.

www.into.uk.com

INTO Giving is the charitable arm of INTO University Partnerships and is committed to increasing access to education and improving the quality of education for disadvantaged young people around the world. INTO employees are encouraged to take an active role in INTO Giving.

To find out more please visit www.into-giving.com.