



Lumina Course

Job Description & Person Specification | Student Helper

Job Description

Job title	Student Helper
Reporting to	Lumina Course Director
Background to role	Lumina is a course run by Harrow School for Year 12 students attending state schools in Barnet, Brent, Ealing, Hammersmith, Fulham, Harrow, Kensington & Chelsea, Camden, and the Cities of London and Westminster. Students come to Harrow School to learn more about Oxbridge, its admissions process and how to choose the right course and college.
Primary role	Student Helpers are the ambassadors for the Lumina Course; they are there to pass on their first-hand experience of Oxbridge life while looking after the students in their care. It is important that all Student Helpers ensure our students have an enjoyable and informative experience.

Student Helpers are employed to assist the students at registrations and in finding their way around the Hill. They also accompany students on Oxbridge excursions and are generally available to answer questions about the Oxbridge experience. It is essential that candidates applying for this role are either studying at Oxbridge currently.

Principal duties	<ul style="list-style-type: none"> To be an ambassador for the Lumina Course To assist the Course Director and Operations Coordinator in the smooth running of the course To assist students on registration day To assist students during subsequent registrations and throughout each day (including meal times) To accompany and supervise students on all on-site and off-site activities To engage and interact with students and answer questions they may have about Oxbridge To perform general duties as directed and required by the Course Director To behave in a manner that is expected of someone in the care of minors at all times To be 'present' and proactive at all times when on duty. To provide feedback to course leadership on students and the course to improve the quality of provision at all times During your period of employment, you must be contactable by mobile at all times
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Person Specification

	Essential	Desirable
Education		
Educated to secondary level with solid grades	X	
Currently studying at Oxford or Cambridge	X	
Experience		
Working with children	X	
Volunteer work		X
Customer service		X

Harrow School Enterprises Ltd.

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Job Specification - Lumina Student Helper 2019

Skills & Personal Qualities			
Flexible and adaptive		X	
Able to work with others		X	
Culturally sensitive		X	
Able to handle discipline			X
Able to handle confidential information		X	
A quick learner		X	
Able to show leadership			X
Possessing high stamina		X	
Hardworking		X	
Empathic		X	
Calm under pressure			X
Creative		X	
Quick-thinking		X	
Good work ethic		X	
Approachable		X	
Punctual		X	
Communicative		X	
Attentive to detail		X	
Eager		X	
Able to take on feedback		X	
Child-centric		X	
Attentive to the needs of others		X	

Terms & Conditions

Contract duration	Contracts are awarded for the full duration of the course, setup and clear up. The contracts for 2019 will be between Sunday 30 June and Wednesday 3 July 2019.
Hours of work	0800 – 1800 daily, however successful candidates will be required to be flexible to meet the needs of the course
Salary	Lumina Student Helpers are paid £61.75 per day.
Holidays	Daily paid staff are paid 1 days leave per 7 day working week in lieu of holiday. Thursday 4 th July AM will be paid time off.
Probationary Period	One week
Notice period	One week
Other benefits	<ul style="list-style-type: none"> - Accommodation on site if required - Breakfast, lunch and supper each day - Uniform - Subsidised use of sports facilities at Harrow School
Terms & Conditions	<p>This position is subject to completion of the following pre-employment checks and requirements:</p> <ul style="list-style-type: none"> • Verification of identity and right to work in the UK • Satisfactory explanation of all gaps in education and employment history. • A satisfactory Enhanced Disclosure and Barring Service (DBS) check if you have spent more than 90 consecutive days in the UK. • If you have worked or been resident overseas in the previous three years, equivalent overseas police checks from those countries. • Verification of qualifications and professional status.

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	<ul style="list-style-type: none">• A check from the list held under Section 142 of the Education Act 2002 (Barred List Service check).• A clear Teacher Reference Number Check (TRN) in the case that you have Qualified Teacher Status (QTS).• Receipt of at least two references which are satisfactory to HSEL, one of which will normally be from your most recent employer. Written references will be verified by telephone. References produced by candidates will not be accepted. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18.• Receipt of completed Health Assessment Questionnaire.• Completion of an online safeguarding training course.
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The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible or with whom s/he comes into contact will be to adhere to and ensure compliance with HSEL's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or HSEL's Designated Safeguarding Lead.

The above list is not exclusive or exhaustive and the post holder may be required to undertake other duties within their capability. All staff are required to be co-operative and flexible.

HSEL is an equal opportunities employer.