

JOB DESCRIPTION

Job Title: Accommodation Assistant

Department: Accommodation

Reports to: Head of the Accommodation Office

Purpose of role: To assist with the administrative duties of the Accommodation Office.

Responsibilities:

- Dealing with enquiries made by email, telephone or visitors to the Accommodation Office.
- Maintaining room-booking diaries. Making guest and meeting room bookings for Fellows, Students and Staff in accordance with College Council regulations. Ensuring that the relevant booking forms are completed and that the correct invoices are issued. Liaising with the Housekeeping Department regarding the availability of rooms for College visitors and conference guests.
- Assisting with the allocation of rooms to students. Performing regular checks of the electronic data held by the College relating to the occupation of student accommodation.
- Assisting with the production of the Licence to Occupy documentation and compiling the Accommodation Packs issued to all students at the beginning of each academic year. Monitoring receipt of signed Licence to Occupy documentation.
- Programming University Cards to give the appropriate security access to Fellows, students, staff, contractors and authorised guests as necessary.
- Maintaining the bicycle registration database. Issuing registration stickers/cycle parking spaces to Fellows, students and staff.
- Performing other secretarial/administrative duties as required.

The College reserves the right to make reasonable changes to the duties and requirements of the job description, which may be necessary to meet the changing needs of the role or to reflect the latest technology or best practice.

PERSON SPECIFICATION

Experience and knowledge	<ul style="list-style-type: none"> • Previous secretarial/administrative experience • An advanced knowledge of Microsoft Office (Excel and Outlook) • Experience of working in an office environment • Previous experience in using databases
Skills and personal attributes	<ul style="list-style-type: none"> • Proven communication skills both written and verbal • Excellent interpersonal skills • Able to deal with issues requiring tact, discretion and confidentiality • Experience of working independently and as part of a team • Excellent time management and organisational skills

EMPLOYMENT DETAILS

Rate of Pay:	£25,260 per annum.
Hours:	36.25 hours per week.
Probationary Period:	6 months.
Holiday:	25 working days per annum plus 8 public holidays.
Meals:	Free lunch is provided for staff whose duties cover this period when working in College.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three month's service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership of Aviva. Membership of a dental care scheme is also available. Staff are able to join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Cycle to work Scheme:	A tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum limits apply after successful completion of their probationary period, subject to certain limitations.
Employee Assistance Programme:	To support staff emotional and physical wellness, we provide free access to an employee assistance scheme, available 24/7.
Childcare:	Access to a workplace nursery, subject to places being available.
Access to College:	The College is unable to provide parking on site. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. Many members of staff cycle to work and the College may be able to provide covered cycle parking.
College Punts:	Use of College punts at a subsidised rate.