



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Personal Assistant with Disabled Students, Disability Services**



**Salary: Grade 3 (£17,079 – £18,688 pro-rata) i.e. from £9.38 per hour plus additional payment for holidays**

**Reference: SESSO1110**

**We will consider flexible working arrangements**



## **Personal Assistant with Disabled Students Disability Services, Student Education Service**

**Are you experienced and confident in communicating with people from diverse backgrounds and with different communication needs? Do you have a flexible and adaptable approach to work and a strong sense of commitment and reliability?**

We are looking for a personal assistant to join the Support Worker team to provide practical support to disabled students by assisting in the academic environment. Duties can include helping students to use the library and cataloguing system, sourcing books, journals and photocopying, and helping students move around the campus. Successful candidates will work, primarily, on the University of Leeds campus in a 1 to 1 role with students.

You will be employed to work a minimum number of contracted hours, paid on a time-sheeted basis, and your hours will be reviewed annually to correspond to the requirements of the department.

### **What does the role entail?**

As a Personal Assistant your main duties will include:

- Working in accordance with the guidelines and the PA Code of Practice as set out in the staff handbook. This includes working in accordance with confidentiality policies;
- Developing and maintaining appropriate professional relationships with students and, more widely, departmental colleagues and university staff;
- Working flexibly and in accordance with the agreed shift arrangements and communicating any requests to deviate from this by the student or others to the scheme co-ordinator;
- Working autonomously, in a 1:1 relationship with students, making well-informed decisions, whilst knowing when to refer issues to the support worker admin team;
- Maintaining accurate records of all support delivered to students and to complete associated admin tasks (including reading and responding to regular communications) as requested by the support worker admin team;
- Contributing to the work of the Disabled Students Assessment and Support, by



- developing effective working practices, seeking and giving feedback;
- Undertaking relevant training (taught and self-directed) and attend meetings with the support worker admin team, as required;
  - Health & safety responsibilities, including:
    - Identifying suitable working arrangements, and take appropriate action if this is not available;
    - Alerting the scheme co-ordinator and safety representatives of any issue requiring further guidance or action.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Personal Assistant you will have:

- Experience of and confidence in communicating with people from diverse backgrounds and with different communication needs;
- A flexible and adaptable approach to work;
- Ability to remain calm in challenging situations;
- Proven ability to demonstrate commitment and reliability;
- An understanding of and commitment to the principles of customer service;
- Awareness of the importance of maintaining confidentiality;
- A commitment to providing support to disabled students, with an understanding of the social model of disability;
- An awareness and ability to establish and maintain professional boundaries, commensurate with your roles and responsibilities;
- IT competency, particularly with Microsoft Word, Excel and Outlook.

You may also have:

- Familiarity with the Higher Education Environment;
- Familiarity with library and cataloguing systems within a Higher Education environment;
- The physical ability to assist with moving and handling in accordance with health and safety guidelines and Disability Services training;
- Experience of providing support to a disabled person, either in the home, work place or academic setting.



## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

### **Abi Rollinson, Support Worker Team Assistant**

Tel: +44 (0) 113 343 7547

Email: [a.l.rollinson@leeds.ac.uk](mailto:a.l.rollinson@leeds.ac.uk)

## Additional information

### **Working at Leeds**

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.

### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

## Criminal record information

### **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post requires an enhanced criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations in our [Criminal Records](#) information page.

