



CLARE COLLEGE JOB DESCRIPTION/PERSON SPECIFICATION

JOB TITLE: ROOMS COORDINATOR

This job description and person specification outlines the key accountabilities of, and output required from, the postholder as well as skills, qualifications and experience needed in order to carry out the role. It is not a definitive list.

Department:	ACCOMMODATION	
Organisation Chart:	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">ACCOMMODATION MANAGER</div> <p style="text-align: center;">↓</p> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px; width: fit-content; margin: 0 auto;">Administrator (Rooms)</div> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto; height: 20px;"></div>	
Purpose of the Job:	To work as part of the Housekeeping Department with specific responsibility for allocation of rooms to undergraduates and graduates.	
Responsible to:	Accommodation Manager	
Location:	Any designated College site	
Main Duties and Responsibilities		Time/Frequency
	The Rooms Co-ordinator has specific responsibility for the allocation of the College's room stock. Duties include, but are not limited to:	
1	Liaising with Rooms Tutor and Student Rooms Rep (UCS).	AS REQUIRED
2	Amending the rent levels on the Rooms Data Base when advised by the Bursar of % increase.	AS REQUIRED
3	Arranging and running the Rooms Ballot.	AS REQUIRED
4	Issuing and collecting Lease documents.	AS REQUIRED
5	Entering student names on FORUM each autumn, updating records as required.	AS REQUIRED
6	Compiling Electoral Roll.	AS REQUIRED
7	Acting as First "port-of-call" for queries from undergraduates and graduates.	DAILY
8	Communicating effectively with students on accommodation issues.	DAILY
9	Allocating accommodation for Graduation.	AS REQUIRED
10	Allocating accommodation for interviewees at the end of Michaelmas Term.	ANNUALLY
11	Setting Term dates for Undergraduate student licences in conjunction with University student dates. Prior to Rooms Ballot.	AS REQUIRED
12	Allocating Fresher accommodation in August.	ANNUALLY
Graduate Housing Accommodation		
1	Liaising with Graduate Tutor and Student Rooms Rep (MCR).	AS REQUIRED
2	Amending rent and utilities when advised of % increase by the Bursar.	AS REQUIRED
3	Processing application forms for housing in February to March each year.	ANNUALLY
4	Processing letters confirming accommodation once approval is received from Board of Graduate Studies.	AS REQUIRED
5	Compiling a complete list of all students living in graduate housing and updating as required on (M Drive).	AS REQUIRED
6	Providing the students with keys and ensuring that they are returned to you when they leave.	AS REQUIRED
7	Giving the Bursary an update of changes each month and then updating College databases.	MONTHLY
8	Attending and contributing to the reporting procedure on the Accommodation Committee which meets once per term.	TERMLY
9	Ensuring that all properties are adequately maintained and routine maintenance issues are reported and actioned.	AS REQUIRED
10	Communicating effectively with students on accommodation issues.	AS REQUIRED
11	Dealing with council tax queries.	AS REQUIRED
12	Undertake other related duties that may be requested by management due to the nature and character of the post.	AS REQUIRED
The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment. Clare College reserves the right to change the duties detailed in this job description to reflect changing circumstances. Changes will be introduced following discussion with the post-holder.		

PERSON SPECIFICATION

	Essential	Desirable
Qualifications/academic achievements/education	Educated to good standard	
Skills/knowledge/training	<p>Good command of written and spoken English Computer literate to a high standard particular in Excel and being able to use mail merge in word Energetic, flexible, hands-on and keen to work as part of a small team Organised with an eye for detail Flexible when necessary Reliable, honest and motivated Able to maintain good relations with students and other staff Good people and communication skills Able to be discreet and maintain confidentiality is essential Excellent communication and interpersonal skills Customer service skills</p>	
Experience – type and depth of experience required to do the job	Experience in a similar role	Experience of College environment
Personal attributes	<p>Friendly, co-operative and helpful/approachable. Responsible and trustworthy. Ability to work as part of a team. Flexible approach and accepting of change. Ability to communicate effectively</p>	