



the global education partners

Job advert

Learning Resource Centre Assistant (Part Time evenings & weekends)

Company Context

INTO University Partnerships (IUP) is an organisation working in partnership with leading British universities and investing in the development of world-class international student centres. INTO Centres specialise in preparing students for undergraduate and postgraduate study in the UK, with a clear focus on and commitment to the delivery of the highest quality student experience. Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders.

Each INTO Centre is managed by a joint venture board on which IUP and the partner university are equal shareholders. A wide range of programmes are delivered in the Centre including degree preparation courses and English for University Study. We teach international students in a high quality facility in Middlesex Street in central London. While these pre-university programmes cover a range of subjects, there is a particular emphasis on business and associated areas.

INTO's mission:

Through innovative partnerships with leading universities we expand opportunities for higher education, ensuring success and transforming the lives of our students and staff.

Across the world, there is increasing demand for top quality higher education, with more and more students demanding access to provision beyond their home country. INTO partners with universities in three continents to address this global demand and help transform their international capacity and performance. Since 2006, we have successfully launched 21 partnerships with 19 universities in Europe, North America and Asia. We have enrolled over 50,000 students from 166 countries and now have about 1600 employees, based round the world.

Our website <http://www.intoglobal.com/> has details of how we are organised and our outstanding achievements so far.

Requirements

The successful candidate will support the Learning Resources Manager in the day to day running of the Learning Resources Centre (LRC).

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Salary

Appointment will be on salary Band B £19,067.00 – 26,346.00 per annum, inclusive of London Weighting Allowance. Salary is dependent upon skills and experience.

For more information on this role including a full job description please visit: www.intohigher.com/jobs.

If you feel you have the necessary skills and experience for this post, please email a copy of an up to date CV with a separate covering letter explaining how you meet the criteria and why you are interested in working for INTO London MDX Street LLP to Debbie Dawkins: hr.intomiddlesexstreet@into.uk.com

Closing date for applications is Monday 10th December 2018 at 12 noon.

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 Serviced 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 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.

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