

ADVERT ID 116089

## General

### Godsil Education

Top Floor Paradigm House Dundrum Office Park Dundrum  
<https://www.godsil.ie>

[GodsilEducation](#)

#### MAIN DETAILS

**Status:** Deactivated  
**Level:** Other Education  
**Date Posted:** Fri Mar 29 2019 11:00:43  
**Application Closing Date:** Mon Apr 22 2019  
**Commencement Date:** Fri Apr 26 2019  
**Status of Post:** Other  
**Number of Vacancies:** 1

#### POST DETAILS

**Title:** Accommodation & Guardianship Officer  
**Description:** Job Description: Accommodation & Guardianship Officer

Location: Based in Dundrum, Dublin 14  
Contract: Full-time six month contract, with possibility to extend  
Salary: negotiable

##### Overview of Role and Organisational Information

Godsil Education is an educational consultancy business based in Dundrum.

Due to continued growth, we are looking to hire an Accommodation & Guardianship Officer (AGO). The successful candidate will be entrusted to assist with key operational tasks and customer-facing responsibilities.

This is a unique opportunity to support a growing consultancy in a flexible and varied role. Specifically, the responsibilities will include the tasks associated with our High School Programme (a student placement programme that places international students in Irish secondary schools and looks after them during their stay here) and a related University Guardianship Programme, working with TCD, UCD, NUIG amongst others.

This position is responsible for the continued development and support of an efficient, safe, and optimal operation of the High School Programme at Godsil Education (GE). Liaison with secondary schools, universities, students, agents, host families and international families in ensuring a positive educational guardianship programme for all concerned, is the main focus of this role. The successful candidate may be asked to assist with other diverse projects within the business on occasion.

##### Major Duties and Responsibilities

As part of this role, the Accommodation & Guardianship Officer (AGO) will:

- Match students with homestay families.
- Work with the students and families to assist with the cultural, social and emotional integration of the homestay experience.
- Manage conflict situations and assist with the communication process in consultation with GE.
- Communicate any new information to the families and student regarding the programme, changes of schedule, new student arrival, etc.
- Be available to hear any issues or concerns by student or family about the living situation and

maintain neutrality and professionalism.

- Relocate a student to a different homestay family in a case of incompatibility.
- Act as a liaison between GE, parents and host families and will correspond directly with these parties via telephone, text, in person or email.
- Organise transportation routes for students
- Recruit, screen and interview new families
- Initiate the vetting process and maintain copies of completed forms and custodian/guardianship letters and record all information on the GE CRM.
- Conduct comprehensive interviews and home inspections of all current families participating in the programme.
- Maintain full records on each family and ensure that all information is securely stored on the GE CRM.

Other typical daily tasks undertaken by the (AGO) will include:

- Liaising with secondary schools, students and families to ensure a positive High School Programme for all concerned
- Organising students' travel arrangements throughout the year
- Liaising with suppliers and other partner organisations daily
- Scheduling of appointments and meetings and diary management
- Updating the in-house software with all details and activities
- Checking and processing of applications and close liaison with schools
- Provide orientation to new students
- Participate and assist in monitoring students throughout their stay
- Track the student expenses during the high school programme and record all details on the in-house software
- Organisation of half-term activities and extra-curricular activities
- Emergency assistance and accompaniment at medical visits, on occasion and when directed
- Student visa documentation provision, organisation of appointments and accompaniment at same, when required
- Purchase of uniform, books, travel and phone cards
- Attendance at parent-teacher meetings and subsequent reporting, when required
- Assistance with convalidation requirements
- Undertaking other reasonable tasks as required by the business, including drafting documentation and proposals for projects

REQUIRED QUALIFICATIONS (Knowledge, abilities and skills):

- Experience of working full time in a cross-cultural environment with community agencies or in an educational setting, preferable in a homestay position.
- Excellent interpersonal, communication and organisational skills, with the ability to use judgment and tact when dealing with culturally sensitive issues and in conflict situations.
- Ability to work cooperatively with various family, community and school personnel.
- Ability to work independently and to set priorities and meet deadlines.
- Excellent ICT knowledge of word processing, database, email, basic bookkeeping, and spreadsheet applications.
- Ability to work flexible hours and weekends if required. Ability to respond to emergencies.
- Valid driver's licence along with a safe driving record.
- Oral and written fluency in a second language or multiple languages would be an asset.

Closing date: 22/04/2019

#### APPLICATION REQUIREMENTS

- Letter of Application
- Referees (name, role, contact no.)
- CV (Unbound/Slide Binder)

Applications may be submitted by

- Email

**APPLY TO THIS JOB VACANCY**

<b>Apply To:</b>	Godsil Education Top Floor Paradigm House Dundrum Office Park Dundrum Dublin 16
<b>County:</b>	Dublin
<b>Postal District:</b>	Dublin 16
<b>Enquiries To:</b>	<a href="mailto:emma@godsil.ie">emma@godsil.ie</a> 01 902 2756
<b>Website:</b>	<a href="https://www.godsil.ie">https://www.godsil.ie</a>

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