

Additional Particulars

Hours of work:

The post holder will be required to be available to attend training during the week 14th September through to 19th September inclusive. Failure to attend this training period will result in you not being able to fulfil the role.

The post holder will be expected to carry out at least one proactive shift per week, typically 7pm – 9pm. During their shift the post holder will report to the Hall Life Duty Officer.

Halls Life Assistants typically will:

- Hold flat meetings with residents
- Complete student visits to check up following any incidents the night before
- Put posters up of events and campaigns relevant at the time
- Speak to residents and record their interactions and pass these on to you
- Run events
- Run campaigns
- Play a proactive and visible role in patrolling the area, giving advice to students on the rules and regulations of living in hall

Accommodation

The role of Hall Life assistant is a residential post where you will be allocated a room in accommodation owned and managed by Residential Services (you will be able to choose your preference and a finance banding). **The post holder will be responsible for the full accommodation charge and any additional charges relating to their accommodation.**

A Hall Life Assistant appointment is subject to passing a probationary period of one term, in the first instance, and it being agreed by yourself and the Hall Life Manager that continuing for the rest of the year will be suitable and appropriate. This probation will be reviewed, in a development meeting, by the Hall Life Manager at the end of each term in the role

The usual student rules apply i.e. there should be no College debt (including accommodation fees), no cars or parking permits are allowed on campus, you must sign a halls of residence contract, and you are unable to leave your accommodation contract early.

It's important that you inform us, as soon as possible, of any changes in your registration with Royal Holloway, as well as any other personal or financial issues which might reasonably be considered to affect your ability to carry out the role, affect your suitability for it, or affect your ability to pay your accommodation fees as the room that is allocated is specific to your role.