

Specialist Notetaker - Practical Support

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Company: Randstad

Location: Bolton

Category: other-general

job details

Are you looking for a part-time, flexible role to fit around your studies or other commitments?

Does a role where you can make a positive impact on students in higher education and utilise your skills sound appealing to you?

Randstad Student Support is recruiting for Specialist Note Takers to work with students at the University of Bolton.

The role will require you to attend lectures and provide specialist notes for students who have a visual or hearing impairment. This role requires experienced typing skills, good attention to detail and experience with supporting students.

We are looking for the right individuals to start supporting students in March 2024.

Please note: this is a Specialist Note Taker role. To do this role, you will need to be able to type a minimum of 45 words per minute and will have to carry out a short online training session provided by Randstad.

Benefits:

Flexible working hours

28 days holiday pay pro rata - perfect for the summer holidays and Christmas breaks

Competitive hourly pay rate, plus your benefits such as holidays

Working for the UK's leading provider - you're in safe hands

Improving your knowledge for free by being a part of higher education lectures

Responsibilities:

To provide note-taking support to students with disabilities/mental health conditions. Your responsibilities will include:

Producing accurate notes for lectures, seminars/tutorials and group tasks on your laptop

To review notes at the end of the lecture and ensure they are in a suitable format for the student to access effectively

To maintain a professional role as a note taker and be aware of the need to maintain this professional relationship with the student at all times

To act in the best interests of learners at all times whilst also working within the policies and procedures of the institution

You will work closely with Randstad regarding the needs of individual students, and to ensure that any concerns are addressed in a timely manner. You will be expected to act professionally and maintain confidentiality within your role at all times, sharing all relevant information with Randstad to ensure the best possible service to your students.

Requirements:

Accurate spelling and typing skills

Punctuality and reliability

You will need to be able to work quickly and under time restrictions

Good organisational skills

Ideally you will have experience in working with specific learning difficulties individuals in higher or further education

If you are interested in this rewarding role supporting students in Higher Education and you meet the above requirements, we would love to hear from you!

Please apply online today.

Randstad SWS acts as an employment business when supplying temporary staff and as an employment agency when introducing candidates for permanent employment with a client.

Randstad SWS is an equal opportunities employer and decisions are made on merits alone.

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skills

good written communication

qualifications

university

education

bachelors degree

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