



Magdalen College
Oxford
OX1 4AU
www.magd.ox.ac.uk

OPEN DAY STUDENT HELPERS

OPEN DAYS 2023

Job Description

POST	Student Helper
DATE	Wednesday 28th and Thursday 29th June AND/OR Friday 15th September, with additional training on the afternoon of Tuesday 27th June for the June Open Days and on 14th September 2023 for the September Open Day (if you are only working on this Open Day and cannot attend the June briefing).
HOURS	09:00 – 17:00 (including 30 minutes unpaid lunch break) <i>7.5 hours per day worked + 2 hour training and set up</i>
REMUNERATION	£11.35 per hour. For the June Open Days, accommodation will be provided from Tuesday 27th to Friday 30th June. Meals will be provided from lunch on Tuesday 27th to breakfast on Friday 30th June. For the September Open Day, accommodation will be provided from Thursday 14th September to Saturday 16th September. Meals will be provided from lunch on Thursday 14th September to breakfast on Saturday 16th September. Reimbursement is available for transport expenses incurred travelling to and/or from Oxford specifically for the purpose of helping at the Open Day(s).
RESPONSIBLE TO	Admissions Officer and Outreach Officers
DESCRIPTION	University-wide open days are held to provide an opportunity for prospective applicants to meet potential course tutors, find out more about College life and Oxford's tutorial-based teaching system. The College is open from 9:30 to 16:30 where prospective applicants and their parents will be able to take guided tours around the College and ask questions.
MAIN OBJECTIVE	To assist open day visitors
OTHER TASKS	<ol style="list-style-type: none">1. To welcome visitors to the College2. To provide tours of the College, as required3. To be available to answer questions as and when they arise, referring them to the Admissions or Outreach Officer for questions regarding the application process4. To follow instructions from the Admissions and Outreach Officers
FURTHER INFORMATION	Applications should be submitted via our Microsoft Form by 09:00am Monday 15 May.

Important requirements:

Before applying all applicants need to **complete a Tutor Permission form**.
Each appointed Helper is required to undergo a **right-to-work check**.

RIGHT TO WORK CHECK

Administration of this is handled by the Tutorial Administrators (tutorial.administrator@magd.ox.ac.uk), who will be in touch with you about your work engagement and will issue you with your Letter of Appointment.

Please note as applicable to you:

a. UK nationals/students with permanent right to reside in the UK

We are required by the Home Office to verify the **original documents** that prove your right-to-work in the UK. These documents should be either:

- a) The original of your passport
- b) The original of your birth certificate (long or short versions acceptable), plus the original letter/card advising you of your National Insurance number
- c) The original documents that prove your permanent right to reside in the UK.

b. EU/EEA students with settled and pre-settled status

If you have pre-settled or settled UK status please provide your **'share code' and date of birth** so we can view your status on the Home Office's right-to-work service portal. We are obliged to arrange a Teams video call with you to verify that the Home Office document matches your appearance.

c. Tier 4 visa-holding students

The University's visa and passport scanning procedure, carried out during the enrolment process, functions as a 'right to work' check for all Tier 4 visa-holding students. We have access to these details and will obtain confirmation of your right-to-work check from the University records. The College must ensure that a Tier 4 student visa-holder does not work in excess of their permitted hours, so we are obliged to inform the University's College Tier 4 Monitoring Service about your work engagement.

Helpers will be regarded as casual employees of the College, subject to the deduction of PAYE and NI contributions. They will be asked to complete a **New Employees' Details form** requesting tax and bank details. Payment will be made via BACS to the Helper's bank account after the work is completed.

Outcome – we expect to let you know the outcome of your application by the **end of 4th Week**; this will give you time to complete the Right to Work Checks and any necessary paperwork before commencing your role.