NOTE TAKER

Job purpose:

To take and produce notes on behalf of disabled students.

Main duties:

- To agree the required content and format of notes with the student in advance

- To attend lectures, tutorials and other classes and take notes as requested

- To produce accurate, clear, accessible and appropriately detailed notes for students in the required format

- To provide an accurate, typed copy of the notes to students within an agreed time limit, normally 3 days

-To provide confidential support to disabled students, on a one-to-one basis in a neutral public space

- To make any necessary reasonable adjustments to ensure support is delivered in an accessible manner

- To adhere to the Code of Conduct as issued by Queen’s Register of Support Providers

- To complete and return all relevant paperwork for each support relationship in a timely and accurate manner.

## NOTE TAKER

## Personnel Specification

|  |  |  |
| --- | --- | --- |
| **Educational and Professional Qualifications** | Essential | Educated to degree level  or Note Taking Level 2  or equivalent qualification |
|  | Desirable |  |
| **Previous Experience/training** | Essential | Previous note-taking experience;  Knowledge of the subject area |
|  | Desirable | Knowledge of technical language of the subject;  Experience of working with disabled people |
| **Job Related Achievements** | Essential | Accurate note taking skills;  Good word processing skills |
|  | Desirable | RSA Stage II Word Processing |
| **Inter-personal Skills** | Essential | Excellent written communication skills;  Awareness of confidentiality;  Good interpersonal skills |
|  | Desirable |  |
| **Special Factors** | Desirable | Flexibility over working hours |