

**Be a voice for students**

# **School Officer**

**Undergraduate School Officer**

# About Us

**School  
Officer**

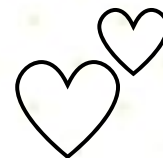
Nottingham Trent Students' Union is a non-profit organisation affiliated with Nottingham Trent University. We exist to represent NTU students and enhance their personal experience from the moment they start their course. We are a democratic member-led organisation, meaning we are led by students, for students. We represent over 35,000 student members.

## Our Mission and Values

We empower students to make NTU the best academic and personal experience for themselves and others.

Our values:

- Student-led
- Inclusive
- Supportive
- Forward thinking
- Ambitious



# What can you expect from the role?

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You'll play a leading role in shaping undergraduate student representation within your school, making sure student voices are heard where it matters most. There are a few fixed time commitments to be aware of:

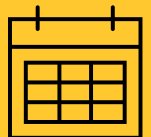
- Academic Rep Assemblies – three per year
- Union Meeting – two per year
- School Forum – three per year
- School Academic Standards and Quality Committee (SASQC) – six per year
- Regular 1-2-1s with a NTSU Student Voice Coordinator – every four weeks
- Regular 1-2-1s with your Vice President Education – every four weeks

These can vary slightly depending on your school, so no two experiences are the same.

As a student facing role, you'll also be visible across campus, your name and photo will be shared on our website, social media platforms and physical spaces, helping student connect with their representative.

Got questions? We'd love to hear from you, drop us an email at [academicreps@su.ntu.ac.uk](mailto:academicreps@su.ntu.ac.uk).

## What does a typical month look like?



No two weeks in this role look the same. One week, you might be leading an Academic Rep Assembly, the next, you're running your focus group with Course Reps in your school. At other times, you'll be turning student feedback into impactful reports that help shape the work of the NTSU Executive Team.

You'll have regular support along the way, including monthly 1-2-1 with a member of the Student Voice Team, as well as catch ups with the Vice President Education to reflect on your role and the feedback you've gathered.

# What skills can I expect to gain from the role?

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**Communication**

**Research skills**

**Leadership**

**Advocacy**

**Organisation**

**Collaboration**

**Problem-solving**

**Networking**

**Time Management**

- Build valuable research and analytical skills by gathering, evaluating and turning student feedback into insights that drive real change through discussions and decision-making structures within NTSU/NTU.
- Grow your confidence as a communicator by presenting in formal meetings, writing impactful reports, and engaging professionally with students, staff and committees.
- Step into leadership and advocacy by leading Academic Rep Assemblies, and championing student voices at key school-level committees.
- Develop strong organisational skills as you balance responsibilities, preparing for committees, and planning meaningful engagement activities.
- Expand your network and collaboration skills by working closely with Course Reps, academic societies, NTSU teams, and senior academic staff.

# What support and benefits can you expect in the role?

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- You will receive a fully paid, full day training to set you up for success in your role.
- Benefit from regular support through monthly 1-2-1 meetings with your line manager, helping you grow and stay on track.
- Stand out on campus with your own branded quarter zip and lanyard, making you visible and approachable to students.
- Take part in additional development sessions throughout the year to build on your skills and confidence.
- Gain first-hand experience working alongside student leaders and staff across NTSU and NTU.
- And if that's not enough, there's the chance to be recognised by winning the NTSU School Officer of the Year Award.



# About the role

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<b>Job Title</b>	Undergraduate School Officer
<b>Working Hours</b>	Fixed-term contact for the 2026-2027 academic year, approximately 186 hours (this breaks down to approximately 6 hours per week during term-time).
<b>Salary range</b>	£12.71 per hour
<b>Department</b>	Membership
<b>Responsible to</b>	Student Voice Team
<b>Job Purpose</b>	NTSU's School Officers serve as the lead representative for their school. They are expected to work closely with NTSU and NTU to improve the students' experience within their school and wider NTU community.

## Duties and Responsibilities

Actively work with Course Representatives and students within the relevant school, gathering and collating feedback for presentation at NTSU and NTU meetings.

Provide a minimum of one opportunity per term for Course Representatives to meet with you and raise issues or concerns.

Engage with the relevant academic societies as an additional avenue for collecting student feedback.

Promote the Course Representative role and wider academic representation system within the relevant school.

Maintain strong visibility within the school, proactively engaging with students through meetings, events and campus activity where appropriate. This may include engagement with NTSU social media channels.

To be knowledgeable of the services and activities on offer by NTSU and NTU and be capable of signposting student queries to relevant departments.

Attend regular meetings with the Vice President Education and Student Voice Team to discuss emerging feedback and issues affecting your school.

# About the role continued...

## Duties and Responsibilities

Attend and contribute to NTSU democratic forums as required, including but not limited to Union Meetings, Annual Meeting, Union Select Committees and Union Action Committees.

Attend and contribute to relevant NTU meetings, inclusive of School Forums, School Academic Standards and Quality Committees (SASQC), and pre-committee meetings as required. Build and maintain positive working relationships with key NTU staff within the school.

Work collaboratively with the Vice President Education and the Student Voice Team to deliver Academic Rep Assemblies, including pre-meeting consultations, agenda setting, discussion lead and post-meeting reports.

Contribute to wider NTSU projects, campaigns and initiatives as appropriate to the role.

Produce termly reports for the NTSU Executive Officers and Student Voice Team.

Support the development and delivery of Course Representative induction sessions.

Communicate professionally and responsibly using your official university email address and Microsoft Teams account for all role-related communication. You will be expected to check these regularly and respond promptly, including within designated online representative channels.

Maintain regular communication with your line manager, and provide updates on progress, delivery of responsibilities, and any issues requiring support.

Attend all necessary training sessions relating to the role.

To engage in sustainable practices while in the workplace – accepts and follows sustainable office policies and procedures. Employee tries to reduce the negative environmental impact of their work.

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# About you



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What experience, skills and knowledge would help you in this role?

Use our criteria below to support and guide you when completing your application.

## Experience

Criteria	Essential / Desirable
A current NTU student, in the relevant school and at the relevant level.	E
Experience of working and communicating with a diverse range of people and groups	E
To have been a Course Rep previously (or have held an equivalent position at a different institution).	E
Previous experience in responsibility and leadership	D
Previous extra-curricular involvement with NTSU and/or NTU. This could come in the form of societies, part-time jobs, or events	D
Experience of organising and leading events, such as workshops, briefings and meetings.	D
Familiarity with sustainable office practices.	D

# About you continued...

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## Skills

Criteria	Essential / Desirable
Ability to communicate clearly and appropriately using a range of communication methods.	E
Ability to manage own time, balancing personal studies with extra-curricular activities.	E
Ability to develop strong working relationships with a wide range of people.	E
Ability to prioritise and handle multiple tasks.	E
Experience of presenting and public speaking.	D
Confident and articulate in delivering feedback.	D
Data analysis experience.	D

## Knowledge

Criteria	Essential / Desirable
An understanding of issues affecting students at NTU, specifically within your school.	E
An understanding of the services offered by NTSU and NTU.	E
An understanding of the representative and democratic processes at NTSU.	E
An understanding of issues relating to equality, diversity and inclusion.	D
Willingness and readiness to participate in development training.	D
Understanding of what can be recycled on campus, and how to recycle it properly.	D