



**Computer & People
Support**

Computer Driving Instructor Job Description

Role Summary

To actively promote the services of Computer and People Support, to develop and build the client base of the Company and provide clients with experienced, patient computer instruction, which will include basic technical support, at their home computer.

Hours of Work

Computer Driving Instructors ideally deliver 3-4 sessions of instruction (typically 6-8 hours plus travel time) a week on a flexible basis (day and/or evenings) to suit clients needs.

Earnings

£20+ per module of instruction delivered (based on a zero hours contract)
(A module is a one hour Computer Driving Lesson plus the summary and email sent following the lesson).

Key Activities

- Ensure that all your friends, family and neighbours know that you are a qualified Computer Driving Instructor
- Use email to spread the C&PS link to all your contacts
- Ensure you have frequent contact with your own clients
- Carry out the appropriate preparation for each computer driving lesson
- Conduct each computer driving lesson in accordance with required standards
- Prepare and send a summary of each computer driving lesson to the client by email
- Ensure you access the 'Club' website regularly
- Attend designated training courses to update own knowledge and skills