

**Activity Coordinator****Full time, fixed term (9<sup>th</sup> February – 25<sup>th</sup> September 2015)****£16,500 per annum**

Under the management of the PA to the Director, the post holder will undertake a wide range of administrative duties to plan, organise and run our activities programme. The post holder will be part of a small, busy team working to deliver a varied and appealing activities programme to international students aged 12-18.

**General duties:**

- Research possible new activities to update the activities programme for different levels of cost
- Maintain up to date knowledge of local events that could be incorporated in to the activities programme
- Participate in the general smooth running of the school including answering the telephone and providing reception cover, as needed
- Create a handover document at the completion of the contract
- Undertake other tasks from time to time as deemed necessary by the Director

**Provision of activity programmes:**

- Plan an appropriate activities programme according to the requirements of each individual group that attends the school as soon as the required information becomes available
- Liaise with the Director of Studies to ensure activities are booked into the correct time slots
- Liaise with the Accommodation Officer to ensure accurate student/staff numbers for the group
- Book activities and appropriate transport for all activities as soon as the required information becomes available
- Liaise with the Receptionist to ensure transfers to and from the airport/terminal are booked and confirmed
- Ensure that draft programme is updated according to final bookings and ready for printing approximately a week prior to the arrival of the group
- Liaise with the Receptionist to ensure driver details have been collected for the week ahead for all transport and recorded on the on call list
- Respond to queries from group leaders after the arrival of the group and make alterations as sanctioned by the PA to the Director

**Recruitment and training:**

- In conjunction with the PA to the Director and the Operations Manager:
  - advertise for, interview and recruit new Activity Leaders in time for the summer season, following all safer recruitment practices
  - ensure all Activity Leaders are receiving mandatory safeguarding training
- Deliver role-specific training for activity leading, including guidance on different activities and explaining risks to students

**Coordination of Activity Leaders:**

- Organise appropriate levels of staffing of Activity Leaders for each group and additional activities, such as the disco
- Attend and supervise all weekly discos, ensuring all related policies are being followed (pay?)
- Liaise with the Receptionist to ensure all Welcome Packs are printed, prepared and ready to be given to Activity Leaders in good time

- Prepare group folders for incoming groups, prior to group arrival and ensure they are ready to be collected by Activity Leaders
- Liaise with the Receptionist to ensure the most current risk assessments are being provided to activity leaders
- Ensure every activity leader has the appropriate group folders for their group and is completing the enclosed paperwork. File appropriately when complete
- In conjunction with the PA to the Director, prepare appropriate finance for Activity Leaders for each activity and maintain accurate records, including monitoring submission of receipts
- Maintain records of hours worked by Activity Leaders and ensure all Activity Leader timesheets are submitted by the monthly date listed

**On call duties:** (Additional payment is made to undertake on call duties)

- To be carried out on a rota basis, usually for one week in every five. Less is required during the winter
- Carry the on call phone to deal with out of hours queries from students, foreign leaders and homestay hosts
- Remain at the school for an additional 15 minutes on the first day of a new group to ensure all students depart safely
- Meet arriving and departing groups; ensuring all students are safely matched with their homestay hosts
  - Additional payments are as follows:
    - Discos £25 per evening
    - General on call duties £8 per week day duty  
£12 per weekend day or Bank Holiday  
Actual call out £7.50 per hour
    - Meeting a group of up to 25 students £15
    - Meeting a group of more than 25 students £25
    - Group departure of up to 25 students £12
    - Group departure of more than 25 students £15