

### **Activity Coordinator**

Full time, permanent. Immediate start.  
£16,570 - £18,500 per annum

Application deadline: 24.01.16

Under the management of the PA to the Director, the post holder will undertake a wide range of administrative duties to plan, organise, staff 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.

### **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 the Academic and Activity programmes are suitably timetabled
- 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
- Ensure that draft programmes are updated according to final bookings and ready for printing approximately a week prior to the arrival of the group
- Ensure all coach 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:  
Advertise for, interview and recruit new Activity Leaders in time for the summer season, following 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
- 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

- 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
- Maintain appropriate employment records of all Activity Leaders including but not limited to completion of a reference form per staff member on their departure

**General duties:**

- Research possible new activities to update the activities programme for different levels of cost
- Develop and maintain a positive working relationship with activity and transport providers
- Maintain up to date knowledge of local events that could be incorporated into the activities programme
- Participate in the general smooth running of the school including answering the telephone and providing reception cover, as needed
- Undertake other tasks from time to time as deemed necessary by the Director

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

- Carry the on call phone and deal with out of hours queries (at any time) from students, foreign leaders and homestay hosts
- To be carried out on a rota basis, usually for one week in every four. Less is required during the winter
- 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
- As well as holding the on call phone, duties include:
  - supervising student discos
  - meeting groups on arrival
  - overseeing group departure