

Position: Administrator of Overseas Courses

Full time, permanent. Start date: 01.03.16

£16,570 - £18,000 per annum

Application deadline: 24.01.16

The post holder will undertake a wide range of administrative duties to support the Manager of Overseas Courses in the planning, organisation and running of our overseas English Camps. The post holder will be part of a small, busy team working to arrange English language courses for young learners in their home countries, predominantly Italy. This is a small team and the post holder will be involved in all areas of administration including recruitment, training, data input and course planning.

General administration

- Contribute to the general smooth running of the English Camps (overseas courses) department
- Provide general administrative support to the Manager of Overseas Courses
- Contribute to the organisation and running of any staff training days
- Maintain clear and efficient filing systems
- Operate and update the department database with a high level of accuracy
- Assist in the review of and compilation of reports on feedback at the end of the season
- Be a point of contact for staff email and phone enquiries, either dealing with them or passing them on to the appropriate person
- Work on specific projects as requested by the Manager of Overseas Courses

Course administration

- Prepare individual course timetables to fit specific requirements and staff skills
- Update and produce new administrative materials such as feedback forms, course reports, staff data forms etc.
- Process information received and file in an organised manner
- Produce information packs, including digital copies, and distribute to staff
- Assist in the organisation, distribution and return of information packs for all courses

Travel organisation

- Assist the Senior Administrator to ensure all travel bookings are appropriately notated and information passed on to staff in accordance with departmental procedures

Course development

- In collaboration with the Manager, develop and produce new course materials and guidance
- Maintain standardised appearance for course materials through design of worksheets and other materials

Digital archive

- Maintain an online file sharing system to make all necessary materials available to staff.

- Maintain users and give access appropriately

Recruitment

- Work with the Manager to advertise for and recruit appropriate staff
- Receive, read and select appropriate CVs for interview according to departmental criteria
- Track numbers of applicants and ensure that sufficient numbers of applications are being processed to fill agreed vacancies
- Organise and administer the application process of summer staff, including:
 - contacting staff by phone and email to book appointment times
 - making correct paperwork (CVs, interview forms) available to the interviewing staff on a daily basis
 - contacting referees to request references
 - notifying applicants as to the outcome of their interview in a timely fashion
 - keeping accurate records of all of the above, using both spread sheets and a tailor-made database
- Under the instruction of the Manager of Overseas Courses, produce, send out and track return of staff contracts (approx. 250 over the summer period)

Pay and tax

- Administer staff pay and tax information under the direction of the Manager
- Collect and record staff pay, expenses and tax details accurately and securely
- Collate pay information and provide appropriate tax information for payroll administration
- Ensure any staff enquiries into pay or tax are followed up appropriately

General duties

- Undertake on call duties, especially over days of travel, to support staff and the Manager in the smooth running of camps.
- Contribute to the general smooth running of the Norwich school as requested and sanctioned by the Manager of Overseas Courses.
- Undertake other tasks from time to time as deemed necessary by the Director.