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**Position: Administrator of Overseas Courses**

Full time, fixed term.

Start date: TBC End date: 28.09.19

£16,570 - £18,000 per annum

Application deadline: 10.03.19

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.  While this is a small team and the post holder will be involved in all areas of course organisation the main focus of the role will be recruitment administration.

**General administration**

* Contribute to the general smooth running of the English Camps (overseas courses) department
* Provide general administrative support to the Overseas Courses Department
* 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

**Recruitment**

* Work with the Manager to advertise for and recruit appropriate staff
* 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)

**Course administration**

* Prepare individual course timetables to fit specific requirements and staff skills
* 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 Assistant Manager to ensure all travel bookings are appropriately notated and information passed on to staff in accordance with departmental procedures

**Digital archive**

* Maintain an online file sharing system to make all necessary materials available to staff
* Maintain users and give access appropriately

**Pay and tax**

* Administer staff invoices under the direction of the Manager
* Collate pay information and provide appropriate information for payroll administration

**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.