

Application Deadline: 27 January 2023

Salary: £24,250 pa pro rata

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 11-18. The English Experience is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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

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- 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

School Integration Courses

- Contact state and private schools with a view to the placement of groups of foreign students in the school to attend a School Integration Course
- Liaising with the appropriate teacher in the school, ensuring that all runs smoothly and that each student has a 'buddy'
- Allocating a member of English Experience staff to be present at the school and to accompany the students on activities and excursions

Reception specific duties:

- Ensure that a welcoming and friendly atmosphere is maintained at all times
- Greet and provide information to all visitors to the school in a helpful and professional manner
- Maintain the professional appearance of the reception area, including appropriate attire as informed by the dress code
- Ensure that all visitors and staff follow 'sign in' procedures and understand the importance of wearing a lanyard
- Maintain a general awareness of which staff members are in and out of the building
- Answer the telephone, screen and direct calls
- Take and relay messages in an accurate and timely manner
- Tidy and maintain the reception and student areas
- Ensure that a ready supply of publicity materials is prepared and available for use

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

Needs of the Business

Any other duties as deemed necessary by the Director in accordance with the needs of the business.