



British
Summer
School

Recruitment Guidance

ADMINISTRATOR

MANAGEMENT ROLE

future
ready

Our Vision & Values



Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

JOB ROLE:

Administrator

REPORTING TO:

Centre Manager

KEY PURPOSE OF THE JOB:

To ensure the centre administration duties are completed efficiently and in a timely manner.

HOURS:

Morning shift; 08.00 am – 18.00 pm or
Afternoon shift; 13.00 pm – 23.00 pm

SALARY:

£624.61 per week + 12.07% Holiday Pay
Total weekly pay £700.00 including holiday pay

JOB LOCATION:

One of Brambletye, Worth, Clayesmore,
Oundle or Moulton

WRITTEN BY:

Danny Kenward

DATE:

31st October 2023

Accountabilities

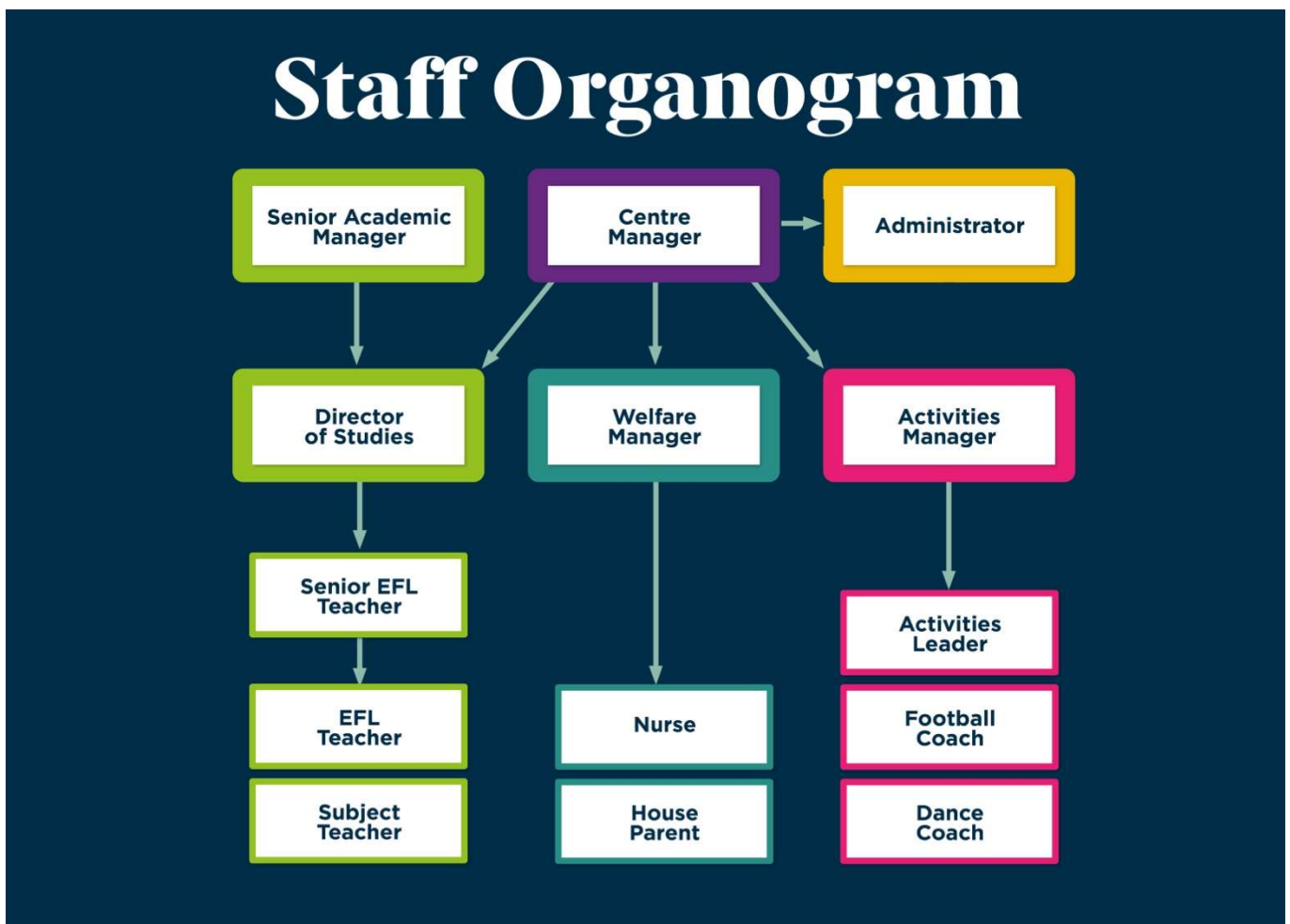
- To work closely with the Centre Manager to ensure that the venue's administration is efficient and be in daily contact with Head Office.
- To be the first point of contact for students and staff and to work closely with the Centre Manager, Welfare Manager, Medical Staff and House Parents to ensure the welfare of all children and staff. Any concerns should be reported to the Centre Manager immediately.
- To manage all points of contact in the venue office (phone, post and email) and to deal with parents and agents in a polite and efficient manner. The Centre Office must be staffed at all times during the day.
- To help manage all finances relating to the venue, including student pocket money and petty cash. This includes maintaining accurate records of any transactions between the Company and its staff or students as well as ad hoc purchases as authorised by the Centre Manager.
- To manage student check-in and check-out, including meeting parents and responsibility for collecting passports, travel documents and pocket money and keeping these safe for the duration of the student's holiday.
- To welcome all visitors (e.g. parents and agents) warmly, assist them during their stay and ensure Child Protection and Health and safety policies are adhered to at all times.
- To ensure all Company records (e.g. incident and accident reports, complaints log, fire drill reports etc) are kept up to date at all times and that risk assessments and Health and Safety policies are being adhered to, to keep everyone safe.
- To manage all office equipment, restocking and organising repairs where necessary, and signing Company property in/out to staff (e.g. keys).
- To check all flight information (including UM details) for all arrivals and departures so that any potential issues can be resolved prior to the actual day of travel.
- To carry out mealtime supervision and boarding house duties on a rota basis.
- To attend daily staff meetings, and weekly meetings with the host school and take minutes of such meetings.
- To follow guidelines as outlined in the Staff Handbook and as explained by the Centre Manager
- To help set up / pack up camp as required and assist with the administrative side of staff induction.
- To ensure any visitors/contractors have read the Welfare Leaflet and sign in and out of the Office when arriving/leaving site.

Person Specification

- Previous experience working in an office setting is desirable
- Experience in customer care and dealing with international clients is very welcomed
- Good knowledge of MS Office, especially Excel is required and sound knowledge of Google Drive is desirable
- Excellent written and verbal communication skills
- Previous experience in working in an educational setting or summer school is preferred.
- Highly organised with a good eye for detail and excellent time management skills
- Able to deal well with pressure
- Enthusiastic, friendly and to be able to respond sensitively to any pastoral matters
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours

Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.





**For more information
or to apply visit:**

britishsummerschool.co.uk/summer-jobs



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