



British
Summer
School

Recruitment Guidance

AIRPORT SUPERVISOR

SUPPORT 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:

Airport Supervisor

REPORTING TO:

Assistant Operations Manager

KEY PURPOSE OF THE JOB:

To oversee the student arrival and departures at the location assigned. Ensuring student safety, well-being and helping make the student have minimal waiting times.

HOURS:

Weekends Only
Saturday & Sunday 8.00 am to 20.00 pm

SALARY:

£165.07 per day + 12.07% Holiday Pay
Total daily pay £185.00 including holiday pay

JOB LOCATION:

One of Gatwick, Heathrow, Stansted, St Pancras

WRITTEN BY:

Danny Kenward

DATE:

31st October 2023

Accountabilities

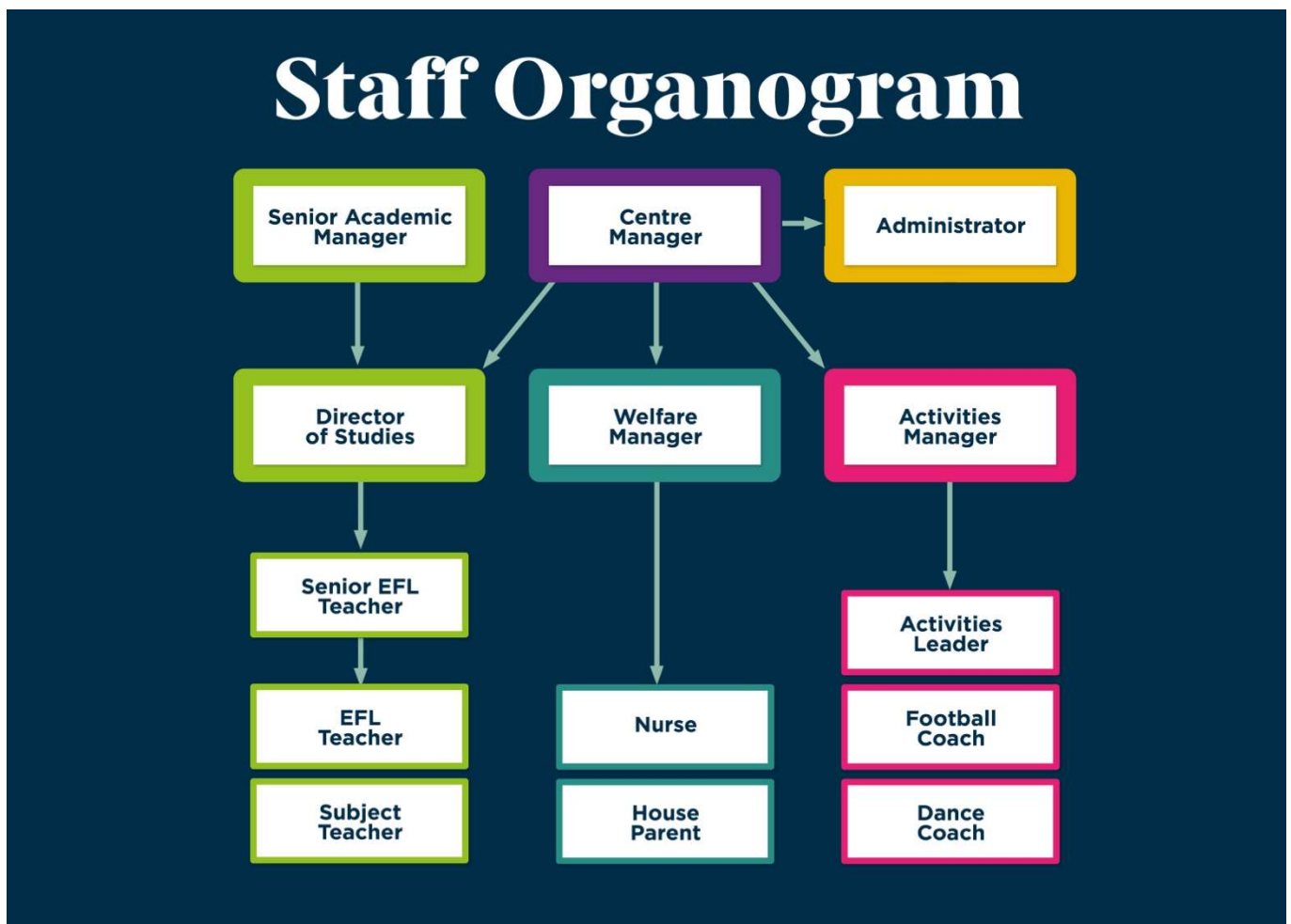
- To oversee all student pick-ups and drop-offs at your designated airport/terminal (s), and train station, and be the contact for all Unaccompanied Minor (UM) arrivals and departures.
- To be in constant contact with Head Office regarding the airport arrival and departure schedule.
- To manage and act as the main point of contact at the airport for staff, coach, and taxi drivers on weekends and to deal with any problems (e.g. lost luggage, flight delays, etc)
- To liaise with airline and airport companies to pre-empt and resolve any issues.
- To report to Head Office all coach/taxi arrival and departure times from the airport.
- To continuously check the flight information screens in order to pre-empt any possible problems.
- To follow guidelines as outlined in the Staff Handbook as well as the Airport Supervisor Handbook and as explained during your Induction.
- To ensure students' safety, welfare, and well-being and report any concerns to the centre manager or welfare manager immediately.

Key Skills / Qualifications

- Possess a caring and compassionate nature.
- Able to problem-solve with/between students.
- Excellent communication skills with people of all levels as well as interpersonal skills.
- Flexible and adaptable approach to working hours.
- Strong leadership skills, be able to manage and motivate on-duty airport staff.
- Able to deal well and professionally with pressure.
- Enthusiastic and friendly.

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



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



+44 (0)1444 444744

admin@britishsummerschool.co.uk

www.britishsummerschool.co.uk

 **britishsummerschool**

 **@britishsummerschool**