



# Assistant Activities Manager

## Job Description: Junior Summer Centres

### Join our Team!

We are an English language school with a reputation for quality. We were established in 1976, and since 1997 have also been running summer junior centres in various locations across the UK.

Our main school in Southampton and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK. We proudly describe ourselves as a 'boutique' school – independent, customer-focused and high in quality.

### Introduction to our Junior Programmes

Our junior students are aged 11-17 and come from all over the world. At our centres, they receive English language tuition together with a fun-filled and purposeful activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon, and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

### Main Duties and Responsibilities

- To have read and understood the staff handbook and be fully compliant with our policies for the welfare and protection of children
- To participate in the staff induction day (paid)

To assist the Activities Manager and Welfare Manager with the following tasks.

- To check and confirm venue and trip-related bookings and successfully deliver the published activities programme, tailoring it to the clients' needs as necessary, and ensuring customer satisfaction at all times
- To organise, manage, motivate and monitor a team of staff and to lead by example, participating in activities, leading trips and holding regular staff meetings
- To create, plan and execute new activities and trips where necessary
- To submit paperwork to Head Office, ensuring deadlines are met and expenditure is within budget
- To liaise with the Head Teacher to ensure that the activities and academic programmes are integrated as much as possible
- To assist, support and deputise for other managers if/when required
- To develop and maintain open lines of communication with Group Leaders and to organise and hold regular Group Leader meetings
- To ensure student discipline, safety and welfare policies and procedures are implemented
- To carry out the 24 hr emergency duties on a rota basis
- To carry out pastoral supervision duties, including meal and bedtime supervision where necessary and to oversee the guardian system whereby students not travelling as part of a group are cared for

- To ensure that all aspects of the services you are responsible for comply with and where possible surpass the British Council inspection criteria
- To identify specific risks and update the risk assessments accordingly, as well as ensure that on any trips led by Group Leaders a generic risk assessment is handed to them

### **Working Week**

Six days out of seven each week based on a 48-hour week according to the rota.

### **Reporting to**

The position reports to the Activities Manager.

## **Person Specification**

### **Essential**

- Enthusiasm, with strong managerial presence and team-focused attitude
- Previous summer school experience
- Flexibility and ability to adapt to change
- Excellent communication and interpersonal skills
- Ability to multi-task, organise and work under pressure
- Ability to think on your feet and solve problems
- Ability to work within budgets
- Ability to delegate to others when necessary and with authority

### **Ideally you will have**

- Previous managerial experience
- First aid qualification or willingness to train
- Experience of supervising / working with minors
- Residential experience

## **Other Information**

The post is residential (full board accommodation is included).

Staff will accrue prorated paid holiday at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

You must be eligible to work in the UK and you will need to provide, or agree to undergo, a Criminal Records DBS Check, and to undertake training in Safeguarding for Child Protection Level 1.

*Updated November 2023*