

Job Description: Short Courses Administrator

This is a full-time, fixed-term contract, reporting to the Director of English Language Courses. It runs from mid February to late August.

The main purpose of the role

The Short Courses Administrator has two complementary responsibilities: to coordinate the recruitment of temporary staff for the summer team prior to the season; and to ensure the smooth and effective administration of short and summer courses, with the main focus on the period mid June to late August.

Main duties and responsibilities

1. Assists with all aspects of the administration of short and summer courses: answering the telephone, sending emails, filing, photocopying and archiving documents and ordering supplies.
2. Provides administrative support to the Director of English Language Courses: updates payroll documents for University Pathway Courses; analyses statistics; supports recruitment etc.
3. Manages applications from, and arranges interviews for, temporary summer staff (English Language course and IB teachers, Activity Coordinators, etc.) and sets up interviews.
4. Prepares contracts and carries out rigorous safeguarding checks for successful applicants and maintains personnel files, in consultation with the Human Resources Department.
5. Prepares details for payroll at the end of each week in the season, with input from the Summer EFL Director of Studies, the IB Institute Director of Studies and the Activities Director.
6. Prepares class lists for the Summer EFL Director of Studies each week, updating within the CLASS data-base, as necessary.
7. Coordinates Certificates and Reports for English Language Course students by the end of each course.
8. Welcomes students on three Sundays during the summer season as part of the rota of summer staff.
9. Provides administrative support to the Student Welfare Officer in the recruitment of host families prior to the main summer period, as appropriate
10. Performs other related duties.

Rate: £336 per week

Reporting lines

The successful candidate reports directly to the Director of English Language Courses and liaises daily with the Summer EFL Director of Studies, and, from time to time, with the Activity Director and the Course Director for IB Institute Courses.

How to apply

Please complete the [Application Form for Non-Teaching jobs](#) and send, with a covering letter, to: recruitment@stclares.ac.uk - Suzette Youngs, St. Clare's, Oxford, 139 Banbury Road, Oxford OX2 7AL
Appointments will be subject to CRB check and satisfactory references.

Deadline for application: 30 January 2013 at 10.00 am. (Interviews are scheduled for week beginning 4 February).