



## Summer Activity Organiser: for senior courses

### Main purpose of the role

To create a 'buzz' during 'out-of-class' hours on St. Clare's Senior Courses by coordinating, with energy and enthusiasm, a range of cultural and recreational activities for students both on- and off-site.

### Responsibilities

1. Establishes a good rapport with students from across the world on the summer programmes based at the Bardwell Road Centre.
2. Supports the Activity Co-ordinator in the provision of a varied programme, delivering the pre-planned programme and responding to student requests as appropriate.
3. Leads activities and excursions during afternoons and evenings and at weekends according to the agreed 6-day rota.
4. Assists with office duties and administration as required: collating lists for 'free' excursions, collecting payments for additional trips, overseeing the loan of equipment, advertising upcoming events, making displays etc.
5. Performs other duties as required to ensure a positive experience for the student.

### Summer Activity Organiser: profile

You must be enthusiastic, reliable and flexible, having the students' best interests in mind at all times.

- The minimum requirement: work experience of a similar nature or currently following a course of study at tertiary level with experience/special ability in the following areas: sports, drama, arts and crafts, or knowledge of Oxford, the colleges and cultural opportunities in the area.
- Desirable skills: a current first aid certificate, lifeguard qualification or driving licence (for minibus driving).

### Summer Activity Organiser: rates of pay (per 6 day week - 12 sessions per week)

Grade	Criteria	Pay incl Holiday Pay p/w	Benefits*
<b>Grade 1</b>	For under 20 year olds with no nationally-recognised sports qualifications.	<b>£299.73</b> (incl. £32.28 HP)	1/2 meals p. d.
<b>Grade 2</b>	For over 20 year olds with no nationally-recognised sports qualifications or 18/19 year olds with a nationally-recognised sports qualification.	<b>£337.19</b> (incl. £36.31 HP)	1/2 meals p. d.
<b>Grade 3</b>	For over 20 year olds with a nationally-recognised sports qualification or teacher qualified status.	<b>£362.19</b> (incl. £39.01 HP)	1/2 meals p. d.
<b>Grade 4</b>	For over 20 year olds with a nationally-recognised sports qualification or teacher qualified status. Qualified mini-bus driver.	<b>£434.12</b> (incl. £46.75 HP)	1/2 meals p. d.

\* Meal to be taken when on duty only. **Supplements:** Additional sessions @ £28.43 (incl. £3.06 HP) half day or evening.

### Summer Activity Organiser: Terms & Conditions

You report to the Director of English Language Courses for contractual matters and the Activity Co-ordinator on site for specific day-to-day duties.

- 11 week contract available, starting 15 June and ending 30 August, 2014 .
- Orientation and induction takes place prior to course start-date and attendance is required.
- You will be required to work flexible shifts (afternoons, evenings and weekends) over a 6 day week according to the rota. You will have one day off per week which is likely to be a weekday.

## References and checks

All offers of employment and contracts are issued subject to satisfactory references and satisfactory outcomes on completion of all necessary checks, including establishing the right to work in the UK. In some cases some or all of these checks will have been undertaken before an offer is made. In most cases, taking up employment will be subject to the satisfactory completion of all necessary procedures.

Under the National Minimum Standards for Boarding Schools, we are required to undertake additional checks on all employees working with our residential students who are under 18.

Full written references, and phone references on quoted referees, including current employer, may be obtained before or after interview. You should indicate specifically if you wish St. Clare's to refrain from contacting your current employer.

Disclosure & Barring Scheme checks must also be undertaken, for which employees / prospective employees are required to provide information and consent. A Certificate of Good Conduct is acceptable if you are returning from abroad.

Contact with all previous employers where the employee has worked with children or vulnerable adults is also required. This is to establish the reason for leaving the position. On occasions, further information and a reference may be sought in writing, by phone or by other means. By providing details of previous employment, it is assumed that the employee/prospective employee has given consent for this contact, and no specific consent of the employee / prospective employee will be sought.

The College reserves the right to contact any previous employer and to make any additional enquiries it considers necessary in order to meet its responsibilities in relation to employment of people working with students who are under the age of 18.

## Statutory Deductions

Tax and National Insurance will be deducted from salaries in accordance with UK employment regulations. St. Clare's, Oxford will require P45s (if available) and National Insurance numbers before commencement of employment.

Please apply using the **non-teaching jobs** application form, with short covering letter and current C.V., including two referees, one of which should be your current or most recent employer either by mail or email to:

Leen Van Broeck  
 Short Courses Administrator  
 St. Clare's, Oxford  
 139 Banbury Road  
 Oxford OX2 7AL  
 Email: [leen.vanbroeck@stclares.ac.uk](mailto:leen.vanbroeck@stclares.ac.uk)

Updated 28 May 2014