

**Summer Activities Organiser: for older teenagers (aged 15-17)**

*Candidates are expected to visit the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *which provides information about St Clare’s and the courses we offer. The Recruitment section provides additional information about the College and the recruitment process.*

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| **JOB SPECIFICATION** | |
| Title of Post | Summer Activities Organiser: for older teenager (ages 15-17) |
| Purpose of Role | To create a ‘buzz’ during out-of-class hours on the St. Clare’s Summer English courses, by coordinating, with energy and enthusiasm, a range of cultural and recreational activities, both on and off site. |
| Reporting Structure | You will report to the Director of English Language Courses for contractual matters, and the Activity Director on site for day-to-day duties. |
| Key Responsibilities | 1. To establish a good rapport with the teenagers from across the world on the English Language and IB Summer courses. 2. Under the supervision of the Activity Director, to prepare in advance of events and activities, including arts & crafts, sports training and competitions, dance, film & drama, quizzes, games, discos and karaoke events, cultural visits and excursions according to interests and expertise. 3. To contribute to the leadership of activities and excursions, observing the St. Clare’s guidelines for a successful event (see Staff Handbook), during afternoons, evenings and weekends. 4. To assist with office and administration duties as required, including collating lists for free excursions, collecting payments for additional trips, overseeing equipment loan, advertising events, making displays, etc. 5. To be actively involved in provision of the ‘duty of care’, including completing risk assessments, monitoring student behaviour, encouraging integration, and accompanying students to hospital or doctor’s surgery, etc. 6. To assist with student arrivals on busy Sundays, and if time permits, with escorting students to their residences at curfew in the evenings. 7. To actively promote St Clare’s and the Summer Courses. This includes seeking opportunities to take photographs of students, share them with marketing and recommend other courses. 8. To perform other duties as reasonably required to promote an educational and enjoyable experience for the students. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | * The course dates are 18 June – 19 August. Contracts ranging from 3 to 9 weeks will be offered during that period. * You will be required to attend orientation and inductions which take place on the Saturday afternoon, and 14.30-17.30 and on the Sunday afternoon before the contract start date. |
| Place of Work | 139 Banbury Road, Oxford, OX2 7AL |
| Hours of Work | The working week runs from Sunday to Saturday, during which you will be required to work 12 sessions as part of a flexible rota, to include afternoons, evenings and weekends. You will have one day off per week, which is likely to be a weekday. |
| Notice Period | 1 week |
| Salary / Pay | |  |  |  |  | | --- | --- | --- | --- | | **Criteria** | **Weekly Rate of Pay** | **Grade** | **Benefits** | | Under 20 years old, without a nationally recognised sports qualification. | **£314.18**  (including £33.83 holiday pay) | **Grade 1** | 1 meal  per day\*  &  subsidised accommodation may be available | | Over 20 years old, without a nationally recognised sports qualification.  18/19 years old, with a nationally recognised sports qualification. | **£364.92**  (including £39.30 holiday pay) | **Grade 2** | | Over 20 years old, with a nationally recognised sports qualification or teacher qualified status. | **£392.15**  (including £42.23 holiday pay) | **Grade 3** |   **Supplements:** Additional sessions @ £33.62 (incl. £3.62 HP) half day or evening. Accommodation may be available to rent within college for the right candidate. If you require accommodation, please notify us in your application. \* Meal to be taken while on duty. |
| Pension | A contributory pension is offered through St Clare’s group personal pension scheme, following a 3-month deferment period. The employer pays double the contribution of the employee, up to a maximum of 10% of gross salary, i.e. the employer pays up to 10%, and the employee pays up to 5%. Employee’s contributions above 5% may be made, but do not attract a matching contribution from the employer. |
| Meal | All meals are provided in the school dining room. |
| Childcare Voucher Scheme | The College operates a childcare voucher scheme |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:* | |
| Education and Qualification | * A graduate or studying towards a first degree **(E)** * Good level of computer skills (Excel, Word, Prezi etc.) **(E)** * A current First Aid certificate **(D)** |
| Knowledge, skills and experience | * Proven experience in a similar role **(D)** * Proven ability to work under pressure role **(E)** * A working knowledge of Oxford, the Colleges and cultural opportunities in the area **(D)** |
| Personal skills and attributes | * Driven, hardworking and enthusiastic individual who pays close attention to detail **(E)** * Strong organisational and time management skills **(E)** * The ability to communicate clearly and effectively with young people from across the world **(E)** * Demonstrates a high level of initiative in planning and leading activities in sport, drama, arts and crafts, dance and music **(E)** * The ability to actively engage young people in the benefits of excursions to cultural attractions in the UK **(E)** * The ability to create a safe, integrated and engaging environment for young people**. (E)** |

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| **References and Pre-employment Checks**  *St Clare’s is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.*  *Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.* | |
| References | Full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly. |
| Identity, right to work and qualifications | Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required. |
| Police checks / DBS | Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent. **Candidates who have lived and worked abroad in the last five years will be required to seek good conduct references, or the equivalent, from the countries in which they worked, as a *pre-requisite* of employment.** |
| Health questionnaire | Satisfactory completion of a health questionnaire. |
| Prohibition order checks | Prohibition order checks will be carried out for all teaching positions, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate. |

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| **HOW TO APPLY** | |
| Applications | Applications must be made using the College’s standard application form which can be found on the College website at [www.stclares.ac.uk/summerjobs](http://www.stclares.ac.uk/summerjobs)   Please attach a copy of your CV alongside the application form. |
| Email | Applications should be submitted by email to [rebecca.mumbycroft@stclares.ac.uk](mailto:rebecca.mumbycroft@stclares.ac.uk) |
| Post | Alternatively, send to:  Rebecca Mumby-Croft, Short Courses Administrator, St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [rebecca.mumbycroft@stclares.ac.uk](mailto:rebecca.mumbycroft@stclares.ac.uk)  Tel: 01865 517349 |