**JOB DESCRIPTION**

**Summer Activities Assistant**

*Candidates are expected to spend time looking at the College website* [*www.stclares.ac.uk*](http://www.stclares.ac.uk) *and more specifically at the International College zone* [*www.stclares.ac.uk/internationalcollege*](http://www.stclares.ac.uk/internationalcollege) *which provides information about St Clare’s and the courses we offer.*

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| **JOB SPECIFICATION** | |
| Title of Post | Summer Activities Assistant (Temporary) |
| Purpose of Role | The role’s main responsibility at the International College:  to create a ‘buzz’ during out-of-class hours on the summer courses (ages 17+) by energetically and enthusiastically |
| Department | International College, 18 Bardwell Road, Oxford OX2 6SP |
| Reporting Structure | The Summer Activities Assistant reports to the Operations Manager |
| Key Responsibilities | 1. Leads and/or assists in the delivery of activities and excursions at the International College under the guidance of the Activities Coordinator, two or three evenings a week plus one full day at weekends. 2. Establishes a good rapport with the full range of students and encourages their involvement in activities/excursions. 3. Assists with administrative duties including advertising events, collating lists for activities/excursions, making displays, collecting money etc 4. Cover for the Activities Coordinator for absence e.g. holiday/sickness absence 5. Performs other related duties as required by the Operations Manager. |
| **TERMS AND CONDITIONS** | |
| Terms of Employment | Part-time, fixed term contract ideally from 01 July to 30 August 2019 |
| Place of Work | 18 Bardwell Road, Oxford, OX2 6SP |
| Hours of Work | Activities Assistant - 4 sessions per week (1 session - up to half day),  Monday - Sunday, afternoons, evenings or weekends exact dates can be confirmed at interview  Any additional activities sessions will be paid at £36.80 per session  The post-holder must be willing to work flexible hours on occasions: for example to cover for absent colleagues |
| Probationary Period | One month |
| Notice Period | One month |
| Salary / Pay | Grade 1 (18-20 NMW) £110.27 inclusive of £11.87 holiday pay)  Grade 2 (21-24 NMW) £138.07 inclusive of £14.87 holiday pay)  Grade 3 (25 & over NMW) £147.21 inclusive of £15.85 holiday pay) |
| Meal | A free lunch is provided in one of the College outlet units on working days and when students are in residence. |
| **PERSON SPECIFICATION**  *The successful candidate will have demonstrated the following essential (****E****) or desirable (****D****) skills and experience:* | |
| Education and qualifications | * A good overall education **(E)** * A current First Aid certificate **(D)** * Full UK driving licence and willingness to drive the college minibus **(D)** |
| Knowledge, skills and experience | * Good level of computer skills (Word, Excel, PowerPoint, etc) **(D)** * Experience of working in an EFL/HE institution **(D)** * 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)** * A high level of customer focus **(E)** * The ability to communicate clearly and effectively with a wide range of people including many whose first language is not English **(E)** * The ability to work efficiently and effectively with others as a team and on their own **(E)** * The ability to actively engage people in the benefits of excursions to cultural attractions in the UK **(E)** |
| **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. |

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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 <https://www.stclares.ac.uk/contact-us/recruitment-and-careers/>  CVs will only be accepted if accompanied by a St Clare’s application form. |
| Email | Applications should be submitted by email to [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk) |
| Post | Alternatively, send to:  Recruitment, HR Department,  St Clare’s, Oxford, 139 Banbury Road, Oxford, OX2 7AL |
| Contact us | Email: [recruitment@stclares.ac.uk](mailto:recruitment@stclares.ac.uk)  Tel: 01865 552031 |
| Deadline for applications | **10.00am Monday 24 June 2019** |
| Interviews | **Friday 28 June 2019**  The interview process may include some testing of key attributes. |