

## JOB DESCRIPTION – RESIDENTIAL ACTIVITIES ORGANISER FOR SPRING & SUMMER COURSES (AGES 15-17)

*Candidates are expected to look at the College website [www.stclares.ac.uk](http://www.stclares.ac.uk) as it provides information about St Clare's and the courses we offer.*

JOB DESCRIPTION	
<b>Title of Post</b>	Summer Residential Activities Organiser for Older Teenagers (ages 15-17) Spring Activities Organiser for Older Teenagers (age 14+)
<b>Purpose of Role</b>	<p><b>Activities Role:</b> To create a 'buzz' during out-of-class hours on the St Clare's Spring and/or Summer Courses by energetically and enthusiastically coordinating a range of cultural and recreational activities, both on and off site.</p> <p><b>Residential Role:</b> To assist a Senior House Parent and House Parent in looking after students in a boarding house and contribute to the wider framework of the College as necessary.</p>
<b>Reporting Structure</b>	You will report to the Summer Operations Director for contractual matters, and the Activities Director on site for day-to-day duties.
<b>Key Responsibilities</b>	<p><b>Activities Responsibilities:</b></p> <ol style="list-style-type: none"> <li>1. To establish a good rapport with teenagers from around the world on Summer Courses.</li> <li>2. Under the supervision of the Activities Director, to prepare in advance events and activities, including arts &amp; crafts, sports training and competitions, dance, film &amp; drama, quizzes, games, discos and karaoke events, cultural visits and excursions according to interests and expertise.</li> <li>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.</li> <li>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.</li> <li>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 as required.</li> <li>6. To assist with student arrivals on busy Sundays.</li> <li>7. To assist the Welfare Managers with curfew by escorting students to their houses after late night excursions and activities.</li> <li>8. To actively promote St Clare's and the Spring, Summer and Online Courses. This includes seeking opportunities to take photographs of students, share them with marketing, and recommend other courses.</li> <li>9. To perform other duties as reasonably required to promote an educational and enjoyable experience for the students (e.g. escorting visitors/agents, engaging with inspections etc.)</li> </ol> <p><b>Residential Responsibilities:</b></p> <ol style="list-style-type: none"> <li>10. To work with the other boarding staff to create a warm and friendly atmosphere, fostering a happy community spirit by supporting, helping and acting as a positive role model to all students</li> <li>11. To actively engage and help students learn the routines of the boarding house and assist with any problems. Any concerns about the well-being of students must be brought to the attention of the Senior House Parent/House Parent</li> <li>12. To uphold the rules of the House and pass on breaches of the rules to the Senior House Parent/ House Parent</li> </ol>



	13. To participate in the evening, weekend and overnight duty rota. Duties will include supervising a group of students, curfew times and providing overnight staff cover in the boarding house with a minimum of 1 night off per week.
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## TERMS AND CONDITIONS

<b>Terms of Employment</b>	<ul style="list-style-type: none"> <li>• The courses run:               <ul style="list-style-type: none"> <li>- Monday 29 March to Friday 16 April for Spring Courses, with contracts ranging from 1-3 weeks offered during that period</li> <li>- Monday 21 June to Friday 20 August 2020 for Summer Courses, with contracts ranging from 3-9 weeks offered during that period</li> </ul> </li> <li>• You will be required to attend an orientation and induction (paid at the appropriate daily rate). During Summer Courses onsite this will be from 13:00 to 18:00 on the Sunday of your contract start date. This may take place on other days for Spring Courses.</li> </ul>		
<b>Place of Work</b>	139 Banbury Road, Oxford, OX2 7AL		
<b>Hours of Work</b>	The 6-day working week runs from Sunday to Saturday for Spring and Summer Courses. During the Summer Courses you will be required to work 12 sessions/48 hours 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. Working hours for the Spring Courses will be dependent on demand.		
<b>Notice Period</b>	1 week		
<b>Salary / Pay</b>	<b>Grade</b>	<b>Criteria</b>	<b>Weekly Rate of Pay</b>
	<b>1</b>	18-20 National Minimum Wage	£314.88 (plus an additional £38.00 of incremental compensatory holiday pay)
	<b>2</b>	21-22 National Minimum Wage	£401.28 (plus an additional £48.43 of incremental compensatory holiday pay)
	<b>3</b>	23 & over National Living Wage	£427.68 (plus an additional £51.62 of incremental compensatory holiday pay)
	<b>Benefits</b>		
	1 meal per day; subsidised accommodation may be available		
	<p><b>Supplements:</b> Additional hours including induction training at £8.91 per hour (plus an additional £1.08 per hour of incremental compensatory holiday pay). The college will of course honour any adjustments to salaries as required by the National Living Wage/National Minimum wage.</p>		
<b>Pension</b>	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.		
<b>Meal</b>	1 meal per day for local staff taken while on duty, and all meals are provided for those living in subsidised accommodation.		
<b>Accommodation</b>	Subsidised accommodation may be available to rent within the college for the right candidate during the Summer Courses. If you require accommodation, please notify us in your application. <i>However, such availability cannot be guaranteed. Please note that accommodation changes would be required once or even twice during the contract for college operational reasons.</i>		

## PERSON SPECIFICATION

***The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:***

<b>Education and qualifications</b>	<ul style="list-style-type: none"> <li>• A graduate or studying towards a first degree (E)</li> <li>• Good level of computer skills (Excel, Word, Prezi etc.) (E)</li> </ul>
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	<ul style="list-style-type: none"> <li>• A current First Aid certificate <b>(D)</b></li> </ul>
<b>Knowledge, skills and experience</b>	<ul style="list-style-type: none"> <li>• Proven experience in a similar role <b>(D)</b></li> <li>• Proven ability to work under pressure role <b>(E)</b></li> <li>• A working knowledge of Oxford, the Colleges, and cultural opportunities in the area <b>(D)</b></li> </ul>
<b>Personal skills and attributes</b>	<ul style="list-style-type: none"> <li>• Driven, hardworking, and enthusiastic individual who pays close attention to detail <b>(E)</b></li> <li>• Strong organisational and time management skills <b>(E)</b></li> <li>• The ability to communicate clearly and effectively with young people from around the world <b>(E)</b></li> <li>• Demonstrates a high level of initiative in planning and leading activities in sport, drama, arts and crafts, dance, and music <b>(E)</b></li> <li>• The ability to actively engage young people in the benefits of excursions to cultural attractions in the UK <b>(E)</b></li> <li>• The ability to create a safe, integrated, and engaging environment for young people. <b>(E)</b></li> </ul>

<b>REFERENCES AND PRE-EMPLOYMENT CHECKS</b>	
<p><i>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.</i></p> <p><i>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.</i></p>	
<b>References</b>	<p>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.</p>
<b>Identity, right to work and qualifications</b>	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>Note: We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p> <p>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <a href="https://www.gov.uk/government/organisations/home-office">Home Office website</a> to review the legal requirements of working in the UK as this will give you an indication of whether you may be eligible to work in the UK.</p>
<b>Police checks / DBS</b>	<p>Police checks / Disclosure and Barring Service checks will also be undertaken for which employees / prospective employees are required to provide information and consent.</p> <p><b>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.</b></p>
<b>Health questionnaire</b>	<p>Satisfactory completion of a health questionnaire.</p>
<b>Prohibition order checks</b>	<p>Prohibition order checks will be carried out for all teaching and activity roles, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.</p>

<b>HOW TO APPLY</b>	
<b>Applications</b>	<p>Applications must be made using the College's standard application form which can be found on the College website at <a href="http://www.stclares.ac.uk/contact-us/summer-vacancies">www.stclares.ac.uk/contact-us/summer-vacancies</a>. <b>CVs will only be accepted if accompanied by a St Clare's application form.</b></p>



<b>Email</b>	Applications should be submitted by email to <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a>
<b>Post</b>	Alternatively, send applications to the Short Course Administrator, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
<b>Contact us</b>	Email: <a href="mailto:summer.recruitment@stclares.ac.uk">summer.recruitment@stclares.ac.uk</a> Tel: 01865 517148
<b>Deadline for applications</b>	Open until positions are filled
<b>Interviews</b>	Interviews are held by Skype or WhatsApp. The interview process includes some testing of key attributes so access to email and a computer is necessary.