

## JOB DESCRIPTION – Summer and Short Courses Administrator

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

JOB SPECIFICATION	
Title of Post	Summer and Short Courses Administrator
Purpose of Role	This role has two very different yet 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. The Summer and Short Courses administrator may also be deployed to support administration, sales and marketing activities at the International College in the period from September to December.
Department	Summer & Short Courses
Reporting Structure	The Summer and Short Courses Administrator reports to the Director of Studies ELT and Summer and Short Courses Operations Director, and from time to time directly liaises with the IC Operations Director.
Key Responsibilities	<ul style="list-style-type: none"> <li>• Gains product knowledge of the full range of courses across the college (with a particular focus on the following short courses: closed groups, summer programs for juniors, teenagers and adults).</li> <li>• Support the Summer &amp; Short Courses Operations Director and the Director of Studies (DOS) with the coordination of the temporary summer office team.</li> <li>• Takes primary responsibility for direct enquiries by email, telephone and in person. Supports direct and agent bookings throughout the registration process: responding to enquiries, monitoring or inputting student data in the MIS, invoicing, sending joining and visa documents, advising on transfers, taking payments etc.</li> <li>• Coordinates all aspects of the administration of short and summer courses: answering the telephone, sending emails, filing, photocopying and archiving documents and ordering supplies.</li> <li>• Coordinate's administration to support the DOS: updates payroll documents; analyses statistics; supports recruitment etc.</li> <li>• Manages applications forms, and arranges interviews for, temporary summer staff (Temporary Support Roles, English Language course and IB teachers, Activity Coordinators, etc.) and sets up interviews.</li> <li>• Prepares contracts and carries out rigorous recruitment safeguarding checks for successful applicants and maintains personnel files, in consultation with the Human Resources Department.</li> <li>• Monitor's bookings and appointments week-on-week and advises the DOS accordingly.</li> <li>• Coordinates Arrival and Departure systems across all campuses, this will include making sure arrivals lists are prepared in good time, that all travel information for each student is correct, and drawing attention individually to any late changes. This will entail coordinating the arrivals and departures team, as well as regular</li> </ul>

	<p>checks at weekends for both arrivals and departures and communicating late changes in a timely manner to everyone involved.</p> <ul style="list-style-type: none"> <li>• Prepares class lists for the DOS each week, updating within the data-base, as necessary.</li> <li>• Coordinate's creation and printing of Certificates and Reports for English Language Course students for each course.</li> <li>• Welcomes students (at the school or the airport) on a minimum of four Sundays during the summer season as part of the summer rota.</li> <li>• Performs other related duties as required. The successful candidate will be expected to adapt to the differing requirements of the role as the summer season approaches. Flexible working will be required from late June to late August. During the period September to December, the successful candidate will be expected to offer support to administration, sales and marketing at the International College.</li> <li>• There should be a free exchange of information in the office. Roles are largely interchangeable, and each member of the team will cover for colleagues in their absence.</li> </ul>
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**TERMS AND CONDITIONS**

Terms of Employment	Full-time, permanent contract
Place of Work	St Clare's Oxford, 139 Banbury Road, OX2 7AL, and 3 Bardwell Road, OX2 6SU.
Hours of Work	35 hours per week, with a commitment to work four Sundays during peak summer season (the salary takes this into account).
Probationary Period	6 months
Notice Period	1 month
Salary/Pay	Point 4.6 on the ACLS scale (currently £25,193).
Holidays	22 days' annual holiday entitlement, plus bank and public holidays and the period over Christmas when the College is closed. Some Bank holiday working – Time off in lieu
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.
Life Assurance	Death in service benefit is four times annual salary
Meal	A free lunch is provided in the College dining hall 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	Good level of education
Knowledge, skills and experience	<p><b>Essentials:</b></p> <ul style="list-style-type: none"> <li>• proven experience in a similar administrative role</li> </ul>

	<ul style="list-style-type: none"> <li>• ability to work in a fast-paced environment</li> <li>• excellent time keeping</li> <li>• prioritising workloads</li> <li>• ability to delegate</li> <li>• experience in coordinating a team</li> <li>• excellent computer skills</li> <li>• willingness to commit wholeheartedly to the summer operation June to August</li> </ul> <p><b>Desirables:</b></p> <ul style="list-style-type: none"> <li>• Experience working in a summer school, experience in HR or a school admin position</li> </ul>
Personal skills and attributes	Team player, driven, hard-working, conscientious, excellent communication skills (written and spoken), strong organisational skills, commands respect and displays empathy for and awareness of cultural differences amongst young people from around the world
<p><b>References and Pre-employment Checks</b></p> <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>	
References	<p><i>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.</i></p>
Identity, right to work and qualifications	<p><i>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</i></p> <p><i>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.</i></p> <p><i>If you don't already have the legal right to work in the UK, we strongly recommend that you use the <b>Home Office website</b> 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.</i></p>
Police checks / DBS	<p><i>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.</i></p>
Health questionnaire	<p><i>Satisfactory completion of a health questionnaire.</i></p>

HOW TO APPLY	
Applications	<p>Applications must be made using the College's standard application form which can be found on the College website at <a href="https://www.stclares.ac.uk/contact-us/recruitment-and-careers/">https://www.stclares.ac.uk/contact-us/recruitment-and-careers/</a></p> <p>CVs will only be accepted if accompanied by a St Clare's application form.</p>
Email	Applications should be submitted by email to <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a>
Contact us	<p>Email: <a href="mailto:recruitment@stclares.ac.uk">recruitment@stclares.ac.uk</a></p> <p>Tel: 01865 552031</p>
Deadline for applications	<p>This role will close once a suitable applicant has been appointed.</p> <p>We would encourage and welcome early applications, as these are reviewed and shortlisted upon receipt.</p>