

JOB DESCRIPTION – SUMMER AMBASSADOR FOR OLDER TEENAGERS (AGED 15-17)

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	Summer Ambassador for Older Teenagers (aged 14-17)
Purpose of Role	The main purpose of the role is to welcome students from all over the world to St. Clare's when they arrive on Sundays throughout the summer.
Reporting Structure	You will report to the Summer Operations Manager
Key Responsibilities	<ol style="list-style-type: none"> 1. 'meeting & greeting' students at the entrance; 2. escorting students to the luggage store (before 2pm), or to their accommodation; 3. providing basic advice and information about the facilities on campus: dining arrangements; computer rooms; Wi-Fi login details; activities; places to visit in central Oxford/Summertown; 4. assisting the Duty Manager as required.
TERMS AND CONDITIONS	
Terms of Employment	Temporary – fixed term All students must be available for an induction the week prior to the course start date
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	All Sundays during the summer from 26 June to 7 August 2019 with flexible 8-hour shifts, as well as Saturdays (activities sessions/departures) and/or Sunday activities by arrangement. Payment for additional sessions is £36.80 per session (incl. £3.96 holiday pay)
Notice Period	1 week
Salary / Pay	£57.92 per shift (incl. £6.99 holiday pay)
Meal	All meals are provided in the College dining room.
PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential skills and experience:</i>	
Personal skills and attributes	<ul style="list-style-type: none"> • The role will suit a current or graduating St. Clare's student who has accommodation in Oxford, who is outgoing, friendly and enthusiastic about meeting new people and making them feel welcome. The ability to remain calm and good-humoured while working under pressure is vital, as arrival days can be very busy!
REFERENCES AND PRE-EMPLOYMENT CHECKS	
<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. 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>	
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 <i>pre-requisite of employment</i>.
Health	Satisfactory completion of a health questionnaire.
Prohibition order checks	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.
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/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 summer.recruitment@stclares.ac.uk
Post	Alternatively, send applications to Summer and Short Courses Recruitment, St Clare's, Oxford, 139 Banbury Road, Oxford, OX2 7AL
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 517148
Deadline for applications	Open until positions are filled