

JOB DESCRIPTION – ACTIVITIES MANAGER FOR JUNIORS (AGED 9-15)

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 SPECIFICATION	
Title of Post	Activities Manager for Juniors (aged 9-15)
Purpose of Role	To motivate the team on the St Clare's English & Activities' courses at Rye St. Antony to deliver a lively activity programme; and to contribute to the leadership team on site with regard to the residential, pastoral, cultural and recreational needs of students and the requirements of the rota.
Reporting Structure	You report to the Centre Manager.
Key Responsibilities [group appropriately e.g. management, administration, teaching]	<ol style="list-style-type: none"> 1. Arranges the games and sports equipment with the assistance of the members of the activity team: sets up the office, the wall displays, signage and welcome area for students: and repacks and provides feedback at the end of the course. 2. Acts as duty manager on appointed shifts by overseeing the smooth running of the site in conjunction with other duty managers and the Centre Manager. 3. Inducts the team of Activity Leaders regarding student expectations, resources, facilities on site, office procedures, health & safety responsibilities and 'risk assessment' procedures. 4. Finalises the arrangements for the activity programme each week, checking bookings for coaches, facilities, outside suppliers and venues and ensures that means of payment is in place (vouchers, 'float', credit card etc.) 5. Oversees the rotas and allocates staff to 12 sessions throughout the week, matching where possible expertise to the activity and ensuring a 'free' session each day whenever possible. 6. Co-ordinates the first day orientation activities in the hall and around the site in the mornings and off-site in the afternoons: allocating roles and supporting as required; training in the procedures for excursions (the preparation phase, responsibilities associated with a group of up to 15 students, emergency procedures). 7. Liaises with the Director of Studies, fostering links between the classroom and the excursions and visits wherever appropriate. 8. Monitors the quality and satisfaction levels of the activity programme by observing leaders in action and by analysing student responses. 9. Assists with welcoming students, parents and agents on arrival and departure day.

	<p>10. Understands fully the responsibilities associated with 'safeguarding' and 'duty of care' on a residential programme: supporting the students whilst maintaining a professional distance, completing 'risk assessments', monitoring student behaviour, encouraging integration, supervising meal times, accompanying students to hospital or doctor's surgery etc.</p> <p>11. Takes an active role in the supervision, welfare and discipline of students at all times: ensuring that bedrooms are kept clean and tidy, monitoring routines for 'getting up' and 'lights out', overseeing the laundry rota, making sure students shower and wash their clothes regularly, reporting damage or loss of property, responding to illness, homesickness and other emergencies as necessary.</p> <p>12. To actively promote St Clare's and the Summer Courses inside and outside of the classroom. This includes seeking opportunities to take photographs of students, share them with marketing and recommend other courses.</p> <p>13. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.</p>
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TERMS AND CONDITIONS

Terms of Employment	<ul style="list-style-type: none"> • 6-week contract from 09 July to 19 August 2023 • All staff orientation and induction take place prior to course start-date and attendance is required from Wednesday July 5 2023. • Staff meetings are held most days and attendance is crucial.
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Place of Work	Junior Site, Rye St. Antony's, Franklin Road, OX3 7SA
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Hours of Work	6-day week comprising of 12 sessions of activity, residential or recreational support per week, 48hrs/week standard
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Notice Period	1 week
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Pay	Weekly pay	Holiday pay	Total pay
	£ 555.90	£ 67.10	£ 623.00
	Additional Hours (training, induction)		
	£ 12.85	£ 1.55	£ 14.40

Meal	All meals will be provided for in the school dining room
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PERSON SPECIFICATION	
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>	
Education and qualifications	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Proven experience of managing and motivating a team (E) • Proven experience of prioritising workload and meeting deadline/ targets (E) • Proven ability to work under pressure role (E)
Personal skills and attributes	<ul style="list-style-type: none"> • Driven, hardworking and enthusiastic individual who pays close attention to detail (E) • Strong organisational and time management skills (E)
<p>References and Pre-employment Checks</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>Three 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>
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>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>
Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p> <p>Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
Health questionnaire	<p>Satisfactory completion of a health questionnaire.</p>

HOW TO APPLY	
Applications	Applications must be made using the College's application form. 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
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 552031