

JOB DESCRIPTION –ACTIVITIES MANAGER FOR TEENAGERS

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	Activities Manager for Teenagers (ages 14+)
Purpose of Role	To manage and motivate the Activities team on the St Clare's summer courses at the Banbury Road campus in order to deliver an Activities Programme that is truly engaging for the teenage 'client', both on- and off-site and in close collaboration with the existing IB School Activities Team. To contribute to the leadership team on site in regards to the residential, pastoral, cultural, and recreational needs of students.
Reporting Structure	You will report to the Director of the International College and the existing IB School Activities Team on site for specific day-to-day duties.
Key Responsibilities	<ol style="list-style-type: none"> 1. To deliver all aspects of the pre-arranged Activities Programme, and to take the lead on managing, motivating, supporting, and encouraging both staff and students. 2. To take an active role in promoting the ethos and objectives of St Clare's and maintaining the College's international reputation for quality, professionalism, and friendliness. 3. To induct new Activity Leaders in accordance with the handbook, ensuring they are briefed on all aspects of their duties, the campus, and the programme. 4. To assist in welcoming students, participating in orientation at the start of each course, and in leaving ceremonies at the end. 5. To prepare events and activities in advance, including: arts & crafts; sports (training & competitions); dance, film & drama; quizzes, games, discos & karaoke, and cultural visits & excursions, according to interests and expertise. 6. To plan scheduled excursions in detail, including training staff in off-site procedures. 7. To prepare and distribute the staff rota a week in advance, considering staff requests where possible. 8. To co-ordinate office and administration duties, including collating excursions lists, collecting payments, overseeing equipment loan, advertising events, and making displays.

	<p>9. In collaboration with the Welfare Managers, to take active responsibility for student welfare, including ensuring that 'safeguarding' and health & safety procedures are adhered to; monitoring student behaviour; encouraging integration; and accompanying students to the doctor or to hospital if required.</p> <p>10. To monitor student satisfaction through informal observation and formal feedback questionnaires, reporting any issues or concerns as they arise.</p> <p>11. To represent the best interests of St Clare's in all dealings with staff, agents, parents, and students.</p> <p>12. To actively promote St Clare's and the Summer Courses. This includes seeking opportunities to take photographs of students, share them with marketing, and recommend other courses.</p> <p>13. To perform other duties as reasonably required to ensure a safe and enjoyable experience for the students.</p>
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TERMS AND CONDITIONS

Terms of Employment	<ul style="list-style-type: none"> This is a 10 week contract – Monday June 12 to Saturday August 19, 2023.
Place of Work	139 Banbury Road, Oxford, OX2 7AL

Hours of Work	The working week runs from Sunday to Saturday, during which you will be required to work 12 sessions 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.		
Notice Period	1 Week		
Salary / Pay	Weekly pay	Holiday pay	Total pay
	£ 648.00	£ 78.21	£ 726.21
	Additional Hours (training, induction)		
	£ 13.50	£ 1.63	£ 15.13
Meal	1 meal per day for local staff, and all meals are provided for those living in subsidised accommodation.		
Accommodation	Subsidised accommodation may be available to rent within the college for the right candidate. 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:

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)
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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) • A working knowledge of Oxford, the Colleges, and cultural opportunities in the area (D)
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) • The ability to communicate clearly and effectively with young people from around the world (E) • Demonstrates a high level of initiative in planning and leading activities in sport, drama, arts and crafts, dance, and music (E) • The ability to actively engage young people in the benefits of excursions to cultural attractions in the UK (E) • The ability to create a safe, integrated, and engaging environment for young people. (E)
<p style="text-align: center;">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>Two 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	Satisfactory completion of a health questionnaire.
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HOW TO APPLY	
Applications	Applications must be made using the College's application form.
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk