

JOB DESCRIPTION – Temporary Short Courses Operations Officer

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

JOB SPECIFICATION	
Title of Post	Short Courses Operations Officer (Temporary)
Purpose of Role	The Short Courses Operations Officer is a temporary role, responsible for providing operational and administrative support to the Summer School and Short Courses team at St Clare's, Oxford. The primary focus of the role will be on the planning and delivery of activities, excursions and group programmes. The post holder will also support with the general preparation of the summer school.
Department	<p>St. Clare's, Oxford is an independent, non-profit-making educational charity. Over the past seventy years it has become firmly established as an Oxford institution with the aim of 'advancing international education and understanding'.</p> <p>The St Clare's Summer School, which will be your focus, operates from mid-June to late August and includes courses for juniors, teenagers and adult students across three sites in Oxford.</p>
Reporting Structure	The Short Courses Operations Officer reports to the Director of Summer Schools and Short Courses. They will work closely with the wider Summer School and Short Courses teams and will liaise with various departments across the college.
Key Responsibilities	<p>Summer School Operations</p> <ol style="list-style-type: none"> 1. Gains product knowledge of the St Clare's Summer Schools across the Junior, Teenager and Adult programmes. 2. Supports in the detailed planning of the summer school activities and excursions programmes including the scheduling and booking of transportation, attractions and facilities. 3. Supports the academic team with the booking of study visits to cultural institutions in Oxford including Museums, Galleries and Colleges. 4. Works with the Group Programme Coordinator to collate and plan any bespoke or special arrangements for visiting groups including booking transportation, arranging special courses and delivering bespoke excursions. 5. Supports the Group Programme Coordinator with the collection of student data for group students pre-arrival including student photos, information about medical conditions and dietary requirements and any other details necessary for the successful delivery of group programmes. 6. Supports the Summer School Operations Manager with the setting up of mobile phones for temporary summer school staff. 7. Compiles Boarding House packs for House Parents including mobile phones, medical packs, key sets, alarm codes and other pertinent information about the houses. <p>Short Course Operations</p> <ol style="list-style-type: none"> 8. Plans and leads activities and excursions for 'out of season' short course groups to destinations in Oxford and across the south of England, including evenings and

	<p>weekends</p> <p>9. Provide onsite support for the short course students and group leaders ensuring that all elements of the programme are being delivered to a high standard.</p> <p>10. Provide the necessary support to the short course students to ensure they travel to and from their homestay using the most efficient public transport routes.</p> <p>The successful candidate will be expected to adapt to the differing requirements of the role as the summer season approaches:</p> <ul style="list-style-type: none"> • There should be a free exchange of information in the Summer Schools and Short Courses office. Roles are largely interchangeable and each member of the team will cover for colleagues in the interests of the client.
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"> • Educated to IB/ A-level or equivalent (E) • Educated to first degree level (D)
Knowledge, skills and experience	<ul style="list-style-type: none"> • Admissions experience in a similar environment (D) • Good working knowledge of Microsoft Office suite (E) • Experience working in an international setting (D) • Good Intercultural competence (E) • Knowledge of the principles of risk assessment (D) • Knowledge of destinations and attractions in Oxford and surrounds (D) • Experience in a customer facing role (D)
Personal skills and attributes	<ul style="list-style-type: none"> • Driven, hardworking and enthusiastic individual who pays close attention to detail (E) • Ability to work well under pressure (E) • Efficient and conscientious (E) • Strong organisational and time management skills (E) • The ability to communicate clearly and effectively with a wide range of people (E) • Strong communication skills in English, both written and spoken (E) • Enthusiasm for summer school environment (E)
TERMS AND CONDITIONS	
Terms of Employment	<ul style="list-style-type: none"> • Full-time position • Immediate start (following appropriate recruitment checks) • Contract end date: Friday 20th June 2025
Place of Work	139 Banbury Road, Oxford, OX2 7AL
Hours of Work	<ul style="list-style-type: none"> • Approximately 38 hours per week between the hours of 9:00am and 6:00pm • Some evening work may be required • Working hours may fall between Monday - Sunday
Notice Period	1 week
Salary/Pay	£13.92 an hour including holiday pay (£12.42 per hour plus £1.50 holiday pay)
Pension	A contributory pension is offered through the College's group personal pension scheme subject to statutory enrolment criteria and scheme rules.

Meal	A free lunch is provided in the College on working days and when students are in residence.
References and Pre-employment Checks	
<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	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 pre-requisite of employment.
Health questionnaire	Satisfactory completion of a health questionnaire.
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/recruitment . CVs will only be accepted if accompanied by a St Clare's application form.
Email	Applications should be submitted to: recruitment@stclares.ac.uk
Post	Alternatively, send by post to: Recruitment, HR Department, St Clare's, Oxford, 139 Banbury Road, Oxford OX2 7AL
Deadline for Applications	This role will close 9am on Monday 10 th March 2025 Earlier applications are welcomed and the College reserves the right to shortlist when a suitable field is available