

# Summer Activity Leader

**Merrist Wood (ages 15-17)**  
**Summer 2026**



# WELCOME

## from the Principal

Welcome to St Clare's, a truly remarkable school where students enjoy a world-class education in a magnificent Oxford setting. In today's fast-changing, globalised world, we believe young people need the highest quality international education to achieve everything they are capable of.

What makes St Clare's distinctively different? Our teaching methods are engaging and student-centred, which gives pupils a higher chance of achieving their potential. But we look far beyond academic results. Our educational programme is holistic and broad ranging, not only developing talents, but also building student's relationship and leadership skills, through a range of co-curricular activities. We aim to strike the right balance between academic work and leisure time, and it all happens in a special learning environment.

St Clare's graduates are responsible, creative, well-informed, inspiring people with a deep sense of respect for themselves and others. Our students leave the college as confident young people, able to successfully make their way in a competitive and complex world and make a positive difference. Above all, while an education at St Clare's is a challenging and enriching experience, it is also a highly enjoyable one.

Our students have an international outlook and can think broadly due to the diversity of our student body which is made up of more than 40 different nationalities. They experience many different perspectives and embrace a range of thinking

on topics to expand their minds. This is central to our ethos and as a result, we attract staff to the college with a similar forward-thinking mindset.

Another core feature of the school is the quality of our pastoral care. As a boarding school, the happiness and development of our students is a priority, empowering them to help shape the community. Our dedicated teams from housekeeping and catering through to teaching are committed to the development of every student. As a result, relationships between students and staff are respectful and caring and all our students feel a strong sense of belonging where they can thrive and become the best versions of themselves.

Both students and staff also benefit from being able to immerse themselves in the historic, cultural and academic resources on our doorstep including public lectures, museums, art galleries, as well as stunning architecture and beautiful parks. Oxford has it all! It is an excellent location to develop your professional skills and experience.



Come and see what makes St Clare's such an exciting and rewarding place to work! We look forward to receiving your application and welcoming you to the team.

**Duncan Reith**



# What makes us **UNIQUE**

## Range of courses offered to students

We offer a range of English language and academic subject courses during the summer months. Join our fantastic team made up of Teachers, Activity Leaders, House Parents and Welfare Managers for a great summer.

## Education quality

We are committed to academic excellence and the personal development of our pupils in an international context. The outstanding quality of the education and pastoral provision is inspected regularly by the British Council and Independent Schools Inspectorate to ensure high standards are maintained.

Sustainability and climate change are going to be defining issues of the next generation, so preparing students to play a positive role is going to be vital. We are taking steps to fully embed these themes into the learning experience by facilitating participation in recognised schemes such as Eco Schools and related activities both on-site and within the local community.

## Extra-curricular

Our study programmes include enriching experiences both inside and outside the classroom. We place equal emphasis on our extra-curricular programme and our academic provision as we feel that both are instrumental in developing our students into confident, resilient, healthy and independent young adults.

Our co-curricular programme has an educational, cultural, environmental, creative, sport and social focus which promotes personal growth in a stimulating and informative way. It also includes academic study visits and excursions to local places of interest and further afield.

## Teaching and learning

We have a forward-thinking approach to education which provides positive preparation for life. We nurture individual development so future aspirations can be realised. By expanding their language ability and subject knowledge we challenge pupils to build the skills they need for success at university or whatever avenue they decide to follow.

Our pupils are well-mannered, focused and demonstrate a strong commitment to their studies. With a high staff-to-student ratio, our teaching approach gives students the individual support they require to reach their learning goals.



# WHY work here?

As you wander around the college you will notice the energetic chatter of happy and content students and the thriving buzz of college life. We are an independent school but not a gated community, which fosters independence and confidence in our students. Our 25 beautiful north Oxford buildings are grouped around Banbury Road just south of Summertown and we have a fantastic work environment for staff. Our premises combine both traditional Victorian and Edwardian buildings with modern purpose-build teaching spaces. As well as high-quality facilities we also have beautiful green open spaces which provides wonderful relaxing breakout spaces for both students and staff!

As a staff member, you will benefit from being able to immerse yourself in an international setting. We are proud of the diversity of the college community and the impact it has on the culture and life of the college; it comprises of students, staff and alumni from all over the world.

This is an exciting time to join our team. You will be joining us at a time where our shared mission of 'international education and understanding' has never been more important! Our staff are integral in instilling these values and supporting pupils to flourish. As a colleague, you will be working alongside dedicated, passionate and committed team members.

No matter what your job role, whether you are part of our maintenance team or a member of academic staff, ours really is a cooperative and supportive work environment. We are looking for like-minded individuals who are hard-working, motivated and passionate about delivering a positive student experience and developing their own career in a diverse educational setting.



As well as our excellent work environment, we offer a generous range of benefits for everyone who works here.

Our benefits include:

- Competitive rates-of-pay
- Subsidised accommodation
- Free food on working days when students are in residence
- Paid induction
- Professional development opportunities
- Some parking available on campus
- Easy access to Guildford city centre
- Paid DBS check



# MERRIST WOOD

Merrist Wood is our brand-new summer centre for 15-17-year-olds, set on a stunning 400-acre countryside campus near Guildford.

The campus welcomes approximately 85 students, giving a relaxed, personal, close-knit, family feel.

The campus features a working farm, an animal management centre, sports fields and woodlands only an hour from London.

Guildford is a charming riverside town set in the heart of Surrey. It blends history, culture and modern living.

It boasts a stunning High Street steeped in history and beautiful architecture. With its cobbled street, and the famous Guildhall clock, it offers so much choice for students and staff alike.

The vibrant town centre is recognised as a safe and enjoyable place for a night out too, with lots to offer.

# Summer Activity Leader

## The Role

To create an engaging, exciting and enriching activities and excursions programme on the St Clare's teenager programme at Merrist Wood.

## Reporting Structure

You will report to the Activities Manager on site for day-to-day duties.

## Key Responsibilities

1. To establish a good rapport with teenagers from around the world on Summer and Short Courses.
2. To plan, organise and implement onsite and offsite events and activities, including arts & crafts, sports, dance, film & drama, quizzes, games, discos and karaoke events.
3. To safely and responsibly lead students on excursions to places of historical and cultural interest in Guildford and further afield such as London, Windsor and Leeds Castle. Visits will include entrance to museums, galleries and attractions at the destinations.
4. To contribute to the leadership of activities and excursions, observing the St Clare's guidelines during afternoons, evenings, and weekends.
5. To assist with office and administration duties as required, including overseeing equipment loan, advertising events, making displays, etc.
6. To be actively involved in the provision of 'duty of care,' including completing risk assessments, monitoring student behaviour, encouraging integration, and accompanying students to hospital or doctor's surgery as required, fulfilling our safeguarding responsibilities in line with St Clare's policies and procedures.
7. To assist with student arrivals on busy Sundays by providing a welcoming, informative presence around the site or at the airport welcoming students as they arrive.
8. 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.
9. To perform other duties as reasonably required to promote an educational and enjoyable experience for the students (e.g. escorting visitors/agents, engaging with inspections etc.)

## Terms and Conditions

### Place of work

Merrist Wood College, Holly Lane, Worplesdon, Guildford, Surrey, GU3 3PE

### Start date

The programme runs from July 12th to August 8th 2026 with contracts ranging from 2 to 4 weeks.

The role requires attendance of orientation and induction (paid at the additional hours hourly rate) on the Friday prior to the course start date, as well as a setting up day on the Saturday prior to the course start date.

### Hours of work

The 6-day working week runs from Sunday to Saturday. You will be required to work 48 hours per week 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.

### Meals

1 meal per day for local staff, and all meals are provided for those living onsite.

### Accommodation

The role normally requires Activity Leaders to live on campus. Full board accommodation is free of charge to fulfill the residential nature of the role. Some non-residential positions might be available.

### Pay

	Weekly pay	Weekly holiday pay	Total weekly pay
	£ 612.00	£ 73.87	<b>£ 685.87</b>
	Hourly pay	Hourly holiday pay	Total hourly pay
Additional Hours (training, induction) hourly pay	£12.75	£1.54	<b>£14.29</b>

# The PERSON



## Education and qualifications

- A graduate or studying towards a first degree (E)
- Good level of computer skills (Excel, Word, PowerPoint etc.) (E)
- A current First Aid certificate (D)

## Knowledge and experience

- Proven experience in a similar role (D)
- Proven ability to work under pressure (E)
- Knowledge of Guildford (D)

## Personal skills and attributes

- 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)
- Enthusiasm for the summer school environment (E)

E = Essential  
D = Desirable

# How to **APPLY**

## Applications

Please submit your cv alongside a fully completed application form to: [summer.recruitment@stclares.ac.uk](mailto:summer.recruitment@stclares.ac.uk).

## Police checks

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.

## References

Two written and phone references are required.

## Pre-employment Checks

St Clare's is committed to safeguarding the welfare of children and expects all staff and volunteers to share in this responsibility.

As a result, all offers of employment and contracts are subject to satisfactory references and a number of pre-employment checks including Disclosure and Barring Service (DBS) checks, health assessments, verifying right to work in the UK as well as other checks appropriate to the post. We are bound by the guidance set in the 'Keeping Children Safe in Education' policy, and ensure all our procedures align with this.



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