



## JOB DESCRIPTION and PERSON SPECIFICATION

### SUMMER SCHOOL OPERATIONS & ACTIVITIES MANAGER (RESIDENTIAL)

#### Introduction

Concord College is one of the UK and the world's premier international colleges. This reputation is based upon a combination of academic excellence, care for the individual student and professionalism amongst its staff.

Unlike some summer schools, Concord's is run by the school in which it is hosted. The Summer School offers a range of academic courses, as well as English Language and Science courses for students aged 11-16 years during the summer period from July to August.

All Summer School staff are expected to actively contribute to and promote the College's ethos of harmony, decency, trust and mutual respect. Our goal is to provide a high-quality teaching programme along with a range of recreational activities to ensure students have an enriching and enjoyable experience within a safe and caring community.

#### Course dates

**Session 1: Wednesday 25<sup>th</sup> June – Thursday 17<sup>th</sup> July 2025**  
**Session 2: Friday 18<sup>th</sup> July – Thursday 7<sup>th</sup> August 2025**

***Please note: The above dates include induction training days, which are paid contracted days and attendance is mandatory for all Summer School staff.***

#### Purpose of the role

The Operations Manager will report directly to, and support, the Assistant Director (Operations & Activities) and will provide support to ensure efficient and effective running of daily operational activities. They will arrange, coordinate, and manage the day-to-day programme of activities and events.

#### Qualifications/experience

The Operations & Activities Manager should have:

- experience of operational or event management
- experience of working in a boarding school environment or in a School operational role
- management or supervisory experience
- teaching experience is desirable, although not essential

**Other desirable requirements:**

A valid First Aid Certificate

A full British driving licence with D1 category along with a willingness to drive a minibus.

***A proficient level of English (both written and spoken) is essential to the post, as is experience of living or working in the UK.***

<b>Main responsibilities/duties include:</b>
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**General Management:**

- deputising for the Assistant Director (Operations & Activities) in their absence;
- assisting with briefing of staff during induction;
- supporting with the general welfare and discipline of students;
- being on-call and available to deal with emergencies on a 24-hour basis;
- undertaking final patrol of the accommodation and grounds each night;
- assisting with the supervision of the Summer School Assistants;
- providing updates and referring matters to Assistant Director (Operations & Activities).

**Operations and Activities:**

- managing the arrival and departure process for students, and distributing, and collecting keys;
- assisting with co-ordinating the course social programme; including welcome, induction and awards;
- assisting with co-ordinating the use of college vehicles for trips, activities, and for pastoral needs;
- liaising with the Catering team for the purpose of ordering packed lunches for staff and students engaged in off-campus activities;
- covering the Summer School Office, dealing with non-academic student enquiries;
- overseeing arrangements and departure of excursions, including staff briefings, and preparing required trip paperwork and risk assessments;
- managing the Summer School shop on designated times each day;
- responsible for student sign-ups for optional events;
- maintaining record of receipts and monetary transactions for events sign-ups and goods purchased;
- organising key on-campus activities and liaising with external suppliers where required;
- liaising with the Summer School administration team regarding the purchase of goods.

**Other duties:**

- join briefing meetings as instructed by Assistant Director (Operations & Activities) and Summer School Director;
- updating notice boards, and posting daily events notices on Summer School Communication platforms for students and staff;

- Setting-up and clearing rooms for events and activities;
- working closely with Operations and Administration team to ensure continuity of processes;
- any other duties as instructed by Summer School Director.

#### Personal attributes/skills

- Energetic and enthusiastic;
- Reliable;
- Ability to work under pressure;
- A team-player;
- Flexible and adaptable;
- Excellent communication skills;
- Good organisational skills;
- Strong attention to detail.

#### Hours of work

Variable hours between 8am and 10.30pm. Later or earlier hours may apply on trip days and on airport transfer days. Shifts and time off are organised on a rota basis.

The Operations & Activities Manager is also required to be resident on campus or in Acton Burnell village during the summer course and will work evenings and weekends on a rota basis.

A minimum of one day each week will be off duty.

#### Remuneration

Salary is subject to tax and National Insurance deductions, as applicable. Staff will be paid at the end of the contract period by BACS and should ensure they have a bank account which will accept a transfer in pounds sterling drawn on an English bank.

In addition to salary the College provides accommodation (a single study bedroom similar to those found in a university hall of residence), a laundry service and three meals a day.

#### Holiday entitlement and pay

All staff accrue paid holiday during their period of employment based on holiday entitlement of 5.6 weeks per annum pro-rata and entitlement is calculated based on full attendance during the course. It is possible to request one day's leave of absence (but no additional days) during the course for attendance at a graduation ceremony, job interview or family wedding, which must be agreed during interview/appointment. Pay may be reduced accordingly.

#### Special conditions

***All staff are expected to behave in a professional manner at all times, and to make the welfare of the students in our care a priority.***

All successful applicants and returning teachers will be asked to undergo Child Protection screening which includes checks with past employers and the Disclosure and Barring Service. Concord College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Prior to an appointment being confirmed completed DBS applications and/or

overseas police check documents **must** be provided. Original forms of identity documents, in accordance with DBS requirements, must be brought to interview by applicants.

Staff must comply with Concord's policies and procedures, including those relating to Staff Conduct, Safeguarding and Child Protection, Health and Safety, Welfare, Smoking in the Workplace, Security, Confidentiality and Data Protection, and report any concerns.

**Please note:**

Applicants must have a right to work in the UK. The College does not apply for work permits, visas or offer sponsorship.