

Activity Manager

The activity manager is required to organise and lead all activities, delegate teachers and activity staff, complete relevant administration and adhere to health and safety policies.

The activity manager will report to Centre Manager/DoS/ADoS.

Essential qualities and skills:

- Eligibility to work full time in the UK
- Educated to degree level
- CELTA / Trinity Cert TESOL / Qualified Teacher Status in English/ Modern Languages/Primary
- Energy and enthusiasm
- A desire to work with young people from different cultures
- Adaptability and flexibility
- Good communication and interpersonal skills
- Enjoy working as part of a team

Desirable qualities and skills:

- Knowledge of the local area
- Previous experience of summer schools or working with young people
- Interest in sports or relevant activities
- Creative ideas
- Willingness to learn and adopt new teaching methods
- Experience with coding and robotics.

Working Hours:

- 15 hours of afternoon activities per week
- 7.5 hours of evening activities per week
- 1 full day excursion per week - Saturday
- Day off – Sunday

Salary:

- Weekly salary £380. All salaries are paid monthly in arrears.
- Full board accommodation is provided in return for full residential support and some supervision duties.

Duties:

- Organise all activities, liaising with other professionals and maintaining good rapport to ensure the smooth running of activities
- Book events where necessary and keeping a record of costs
- Responsible for reading and adhering to the Operating and Safeguarding Handbook and maintaining good standards of Health and Safety at all times
- Safeguard the welfare and protection of the students in accordance with our Safeguarding Policy
- Attend the staff induction and assist with the centre set up as required
- Meet and greet students at the airport and accompany them to the Centre as required
- Meet parents to pick up students in the afternoon
- Attend and contribute positively to all staff meetings
- Create a positive learning environment and take all necessary measures to ensure students get the most out of the activities and enjoy themselves
- Place great emphasis on oral communication both inside and outside the classroom
- Maintain discipline and ensure that students understand what they have to do
- Maintain activity registers
- Be punctual for all activities and excursions
- Be observed by the Course Director and by other interested parties where advance warning is given

- Organise and supervise sports, activities, excursions, mealtimes and lights out as required on a rota basis
- Monitor and help students with their weekly laundry service
- Ensure the success of the activities by delegating staff and encouraging the involvement of students
- Encourage the integration of activities into lesson time by conducting regular meetings with teachers and providing information and handouts
- Read, understand and sign off to all risk assessments for excursions
- Lead excursions and ensure the safety and welfare of students at all times
- Ensure that all activity equipment and materials are in place for the start of an activity and returned at the end
- Dress appropriately at all times
- Maintain an entirely professional manner at all times and in all dealings with students, group leaders and staff

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.

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Job Types: Full-time, Temporary

Salary: £380.00 /week