

## OFFICE ADMINISTRATOR (2019)

### Our Courses

Students who attend our courses participate in mixed-nationality English classes and a varied activity and excursion programme. We run a zigzag timetable in most of our centres, which means that there are usually morning and afternoon lessons. There is also the possibility of teaching on weekends (see specific centre programmes). Our daily activity programme covers a wide range of sporting and non-sporting activities. We also provide an extensive and enjoyable social programme in the evenings. The excursion programme allows the students to visit interesting places in the local area and also popular tourist destinations.

### Person Specification

You need to be <b>eligible to live &amp; work in the UK and be 18 or over</b>	
<b>ESSENTIAL</b> You <b>MUST</b> ...	<ul style="list-style-type: none"> <li>• have native or near native level of fluency in English</li> <li>• have GCSE's</li> <li>• have good IT skills</li> <li>• have an interest in working with Young Learners &amp; student welfare</li> <li>• have excellent interpersonal &amp; communication skills</li> <li>• have previous experience in office administration</li> <li>• be flexible &amp; motivated</li> <li>• be willing to work as part of a team</li> </ul>
<b>DESIRABLE</b> You <b>SHOULD</b> have...	<ul style="list-style-type: none"> <li>• a A-Levels and/or a degree</li> <li>• experience working in residential language schools for Young Learners</li> <li>• experience working with single &amp; mixed nationality groups</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> <li>• Full driving licence</li> </ul>

### Job Description

The Office Administrator reports to the Centre Manager & Assistant Centre Manager.

#### Main Duties & Responsibilities

- To work in the reception office and take calls.
- To liaise with support staff and group leaders on student welfare.
- To check class registers daily.
- To communicate with students to help improve their English Skills.
- To book excursions and transport (as required).
- To carry out administrative tasks as delegated.
- To administer the petty cash if necessary.
- To run the tuck shop facility (if applicable).
- To accompany, supervise and guide students on our excursion programme and to run activities sessions if necessary.
- To be involved in pastoral, bus and/or meal time supervision duties if necessary.
- To undertake other administration roles as and when required.

#### General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac's Safeguarding policy at all times.

### Working Hours

Employees on office administrator contracts are required to work 5 days per week for 8 hours per day between 8:30 – 17:30, with a 1 hour break for lunch. Residential office administrators are also required to do 3 activity sessions per week, or 1 full-day excursion (maximum 48 hours). Applicants can ask to be included in a list of staff wanting to maximise their earnings by working additional hours (48 hour week work opt-out must be signed). **Attendance at a Staff Induction at the centre (prior to student arrival) is required as part of this contract.**

## OFFICE ADMINISTRATOR

	Office Administration		Activity Sessions	
	Per week	Over 4 weeks	Per week	Over 4 weeks
Residential	40 hours	160	3 sessions	12 sessions
Non-Residential	40 hours	160	-	-

### Remuneration

The level of experience in the EFL field and/or summer schools & loyalty to Elac Study Vacations are taken in to consideration when deciding an applicant's salary level.

**SALARY INCLUDES PAYMENT FOR:** Office administration hours as indicated above and activity sessions. (For Residential staff a deduction of £52.85 for accommodation has already been taken from the figures below.) **Residential contracts (RES) include residential board and accommodation.** Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

<b>Residential</b>	Between £242.50 - £342.50pw (depending on age & experience)
<b>Non-Residential</b>	Between £247.50 - £330.00pw (depending on age & experience)

This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to do an enhanced DBS check (or equivalent Police check), provide 2 references and 2 proofs of ID, and to read and implement our safeguarding policy. We also require prospective employees to explain any gaps in their employment history. Further policies can be found in the Staff Guide and Handbook.

### Centre Dates

Below are the centre dates for summer 2019. The dates are when the first groups of students arrive at the centre. Staff will be required to attend staff training a day prior to the student arrivals. Also included are the possible contract lengths at each centre.

Centre	First Arrival day (Staff training on day before arrival day)	Contract Lengths
Bath Spa University, Bath	Tuesday 2 <sup>nd</sup> July	4 – 6 Weeks
Eastbourne College, Eastbourne	Tuesday 2 <sup>nd</sup> July	4 – 6 Weeks
Nottingham University, Nottingham	Tuesday 2 <sup>nd</sup> July	4 Weeks
Cardiff Metropolitan University, Cardiff	Tuesday 2 <sup>nd</sup> July	4 Weeks
Christ's Hospital School, Horsham	Wednesday 3 <sup>rd</sup> July	4 – 6 Weeks
St. Andrew's School, Eastbourne	Saturday 6 <sup>th</sup> July	4 Weeks
Mayfield School, Mayfield	Tuesday 9 <sup>th</sup> July	3 - 4 Weeks
Ardingly College, Haywards Heath	Monday 1 <sup>st</sup> July	4 - 6 Weeks