

OFFICE ADMINISTRATOR (2024)

Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

Job Overview

Office administrators assist the centre management teams by taking on a range of responsibilities including photocopying, collating data and working with spreadsheets, liaising with staff, Group Leaders, suppliers and students and cover the reception desk in the Elac office. Office administrators may be asked to undertake other additional tasks dependant on the centre.

Person Specification

You need to be eligible to work in the UK and be 18 or over			
	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> have GCSE's 	<ul style="list-style-type: none"> A-Levels and/or a degree a First Aid certificate Child Protection Training Full driving licence 	<ul style="list-style-type: none"> Proof of qualifications
EXPERIENCE	<ul style="list-style-type: none"> have previous experience in office administration 	<ul style="list-style-type: none"> experience working in residential language schools for Young Learners experience working with single & mixed nationality groups 	<ul style="list-style-type: none"> Application form and CV Interview Professional references
SKILLS	<ul style="list-style-type: none"> have a proficient level of fluency in English have good IT skills have excellent interpersonal & communication skills 		<ul style="list-style-type: none"> Application form and CV Interview Professional references
PERSONAL QUALITIES	<ul style="list-style-type: none"> have an interest in working with Young Learners & student welfare be flexible & motivated be willing and able to work as part of a team 		<ul style="list-style-type: none"> Application form and CV Interview Professional references

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.

Job Description

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

Pre-Course

- To complete Elac’s online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

Administration

- 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 collate and communicate feedback from Students/Staff/Group Leaders
- To capture centre testimonials/quotes with videos & photos from Students/Staff/Group Leaders
- 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 undertake other administration roles as and when required.

General

- To communicate with students to help improve their English Skills.
- To accompany, supervise and guide students on our educational excursion programme and to run activities sessions if necessary.
- To be involved in pastoral, bus and/or meal time supervision duties if necessary.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac’s Safeguarding policy at all times.
- To undertake any reasonable duties as and when required.

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.
- 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 staff training, both onsite and online, includes general and activity training at the centre (prior to student arrival) is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

Office Administration		
	Per week	Over 4 weeks
Residential	40 hours	160
Non-Residential	40 hours	160

Remuneration

- **SALARY INCLUDES PAYMENT FOR:** Office administration hours as indicated above.
- For Residential Office Administrators £69.93 per a week for full-board accommodation will be deducted from the weekly salary amounts as detailed below.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract (See details below).

Below are examples of gross earnings per week at all levels when no holiday days have been taken.

NON-RESIDENTIAL	PAY
BASIC WEEKLY PAY	£350.00pw to £460.00pw
<i>Hourly rate</i>	£8.75 to £11.50 per an hour
+ 12.07% HOLIDAY PAY <i>(if no holiday taken)</i>	£42.25pw to £55.52pw
TOTAL WEEKLY PAY	£392.25pw to £515.52pw
Extra hours	£8.75 to £11.50 per an hour

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RESIDENTIAL	PAY
BASIC PAY	£350.00pw to £460.00pw
<i>Hourly rate</i>	£8.75 to £11.50 per an hour
Minus £69.93 accommodation	£280.07pw to £390.07pw
+ 12.07% HOLIDAY PAY <i>(if no holiday taken)</i>	£42.25pw to £55.52pw
TOTAL WEEKLY PAY	£322.32pw to £445.59pw
Extra hours	£8.75 to £11.50 per an hour

Centre Dates

Centre	Student Ages	On-site Staff Training	Contract Dates	Contract Lengths
Ardingly College, Haywards Heath	11 – 17 years	29 th June	1 st July – 11 th August	4 - 6 Weeks
Bath Spa University, Bath	11 – 17 years	30 th June	1 st July – 11 th August	4 - 6 Weeks
Nottingham University, Nottingham	11 – 17 years	1 st July	2 nd July – 29 th July	4 Weeks
Eastbourne College, Eastbourne	11 – 17 years	1 st July	2 nd July – 12 th August	4 - 6 Weeks
Christ's Hospital School, Horsham	11 – 17 years	1 st July	2 nd July – 13 th August	4 - 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	2 nd July	3 rd July – 13 th August	4 - 6 Weeks
Prior Park College, Bath	11 – 17 years	7 th July	8 th July – 4 th August	4 Weeks
Berkhamsted School, Berkhamsted	10 – 17 years	7 th July	8 th July – 18 th August	4 - 6 Weeks