**Office Coordinator Job Description**

The Office Coordinator oversees the summer school office, which incorporates all of the behind the scenes administration necessary for the smooth running of the summer programme. In order to successfully manage the office, the Office Coordinator will work closely with the rest of the management team and staff, and so communication and organisation are key.

Responsibilities include: working closely with the Head Office team and acting as a point of contact for the summer school and parents; preparing for all student arrivals and departures; reporting on the school finances to the Head Office Finance Team; co-ordinating all off-site logistics as set in place by Head Office, including English Plus and excursions; liaising with House Parents and the Summer School Director on accommodation lists and arrivals and departures. In addition, the Office Coordinator will liaise with and assist the Transfer Managers to ensure the successful organisation of all airport transfers.

**Hours of Work**

The Office Coordinator works six days out of seven and normally has one full day off per week. As the Office Coordinator’s main responsibilities lie with contributing to the day to day running of the school, the Office Coordinator will be expected to be aware of all aspects of the running the summer school.

**Pay (per week)**:

From £600\*

*\*Experience depending*

**Contract Dates:**

Various - depending on school and position

Between 2nd July and 21st August

**Main Duties**

The Office Coordinator is responsible to the Summer School Director and will:

* Attend pre-course SBC Management Training
* Work closely and effectively with the other members of the summer school management team
* Take a lead role in managing the vibrant summer school office
* Act as the main point of the contact with Head Office, communicating effectively with the school liaison
* Communicate with parents both over the phone and face-to-face in a friendly and professional manner, handling any enquiries and requests efficiently
* Prepare for and oversee all student arrivals
* Check in and welcome students and their families to the school
* Work closely with the Transfer Manager on airport transfers and ensure all staff are fully briefed
* Deal sensitively with student and parent enquires
* Organise off-site evening activity trips and off-site English Plus activities\*
* Prepare student and group lists for all off-site activities and excursions\*
* Collate information for all trips and excursions, and brief Activity Leaders/College Mentors and Teachers /Tutors\*
* Ensure that coach companies and excursion locations have confirmed numbers and timings
* Prepare the daily accounts and ensure financial records are maintained
* Assist House Parents with student pocket money if required
* Assist with staff supervision of students during meal and break times

\**Oxford College (St. Hugh’s) may differ*

**Other Duties**

* Assist with house duties if required
* Assist with welfare and pastoral duties if required
* Supervise day excursions if required
* Conduct staff appraisals if required
* Give post-course management feedback on staff and other elements of the course
* Have an awareness of all aspects of the management of the centre

**Requirements**

* Previous experience of working at a residential summer school
* Demonstrable, strong administrative skills, including Microsoft Excel (certain role-specific skills training will also be offered)

# PERSON SPECIFICATION

All members of staff employed by SBC to work at the summer school will be expected to bring certain key qualities to the operation. Generally, there must be a real interest in working with children and in particular a strong empathy for working with international children. In general terms we look for staff to be:

* Approachable
* Enthusiastic
* Diplomatic
* Flexible

We expect all staff to be able to communicate effectively with our students, using an appropriate level of language to suit the group. We expect staff to be able to take control of students and to be authoritative if necessary.

The safety and welfare of our students is of paramount importance at all times and this should therefore be the priority of all staff, with particular thought and attention paid to managing the children when off-site, often in busy public places.

Although the Office Coordinator role has a mainly administrative focus, there will be involvement with student activities in both a supervisory and a supportive capacity. Staff must be friendly and must demonstrate a genuine ability and interest in engaging with the children at all times. They must be helpful, will undoubtedly be required to be flexible and will most certainly require a good sense of fun!

**Should you be successful:**

* We will require the details of two recent and relevant referees who we will contact.
* Any gaps in your CV will be enquired about and must be explained satisfactorily.
* You will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), and/or equivalent if living outside the UK, and you will be asked to sign the Children’s Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.
* Official identification and certificates (either originals or certified copies) will be required for our records.

*Summer Boarding Courses is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.*