

exportise

SUMMER SCHOOLS

Recruitment Guidance

ADMINISTRATOR



**JOIN
TEAM
ORANGE**

TEAM ORANGE

For over 35 years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange**" way, the heart of our summer school magic. Our **goal** is crystal clear—to provide every young person—regardless of their talent levels—with language skills and overall confidence in their own abilities, fostering the self-belief needed to fulfil their potential. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to be recognised as THE BRAND for an outstanding, progressive and complete summer school educational experience that creates lifelong memories and is built around:

- excellent English language learning
- top-class sports coaching
- varied and memorable social programme
- supported throughout by exceptional levels of customer service.

We are immensely proud that **a large majority of our staff returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on **Team Orange** is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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2024 KEY INFORMATION: ADMINISTRATOR

KEY JOB PURPOSE

To oversee and manage various aspects of the school's operations, including student affairs, facilities, and staff coordination, to ensure smooth and efficient functioning of the summer school

REPORTING TO

Centre Manager

SALARY

From £655 per week
(including holiday pay)

LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

WORKING HOURS

Typically 8:15-16:15 or 15:00 - 23:00, Monday - Friday. Weekend hours vary and can be longer. Additional duties are on rota basis.

TIME OFF

Minimum one full 24 hour period per week, usually during the week

SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

OUR SCHOOLS

1. Clayesmore School

Dorset DT11 8LL

2. Oundle School

Peterborough PE8 4GH

3. Seaford College

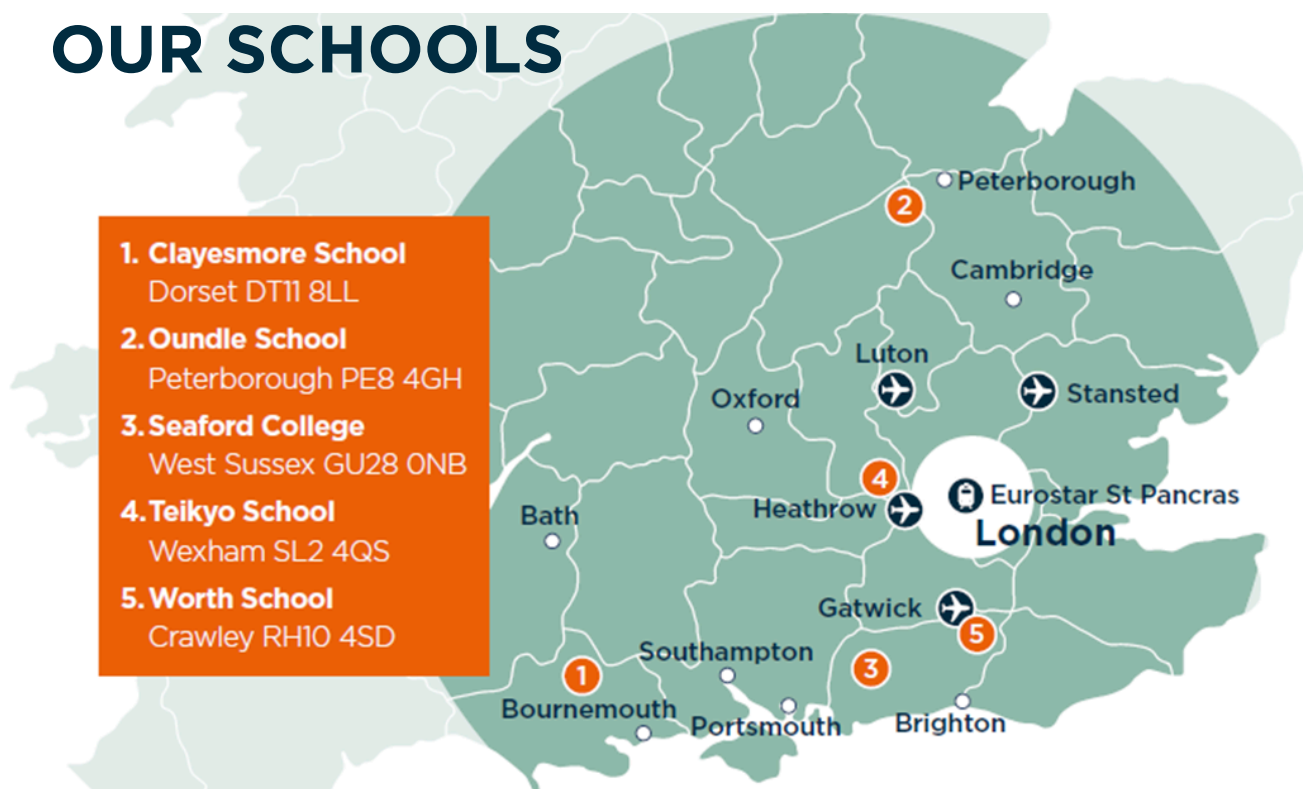
West Sussex GU28 0NB

4. Teikyo School

Wexham SL2 4QS

5. Worth School

Crawley RH10 4SD



OVERVIEW

The Administrators are responsible for supervising and coordinating different aspects of school operations, including student affairs, facility management, and staff coordination, to maintain a well-functioning and efficient summer school environment. The administrators oversee communication and office management at the centre. They will report to the Centre Manager and ensure all phone and email communication is handled appropriately.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

ACCOUNTABILITIES

- To work closely with the Centre Manager to ensure that the venue's administration is efficient and be in daily contact with Head Office.
- To be the first point of contact for students and staff and to work closely with the Centre Manager, Medical Staff, House Parents and Welfare Manager to ensure the welfare of all children and staff. Any concerns should be reported to the Centre Manager/Welfare Manager immediately.
- To manage all points of contact in the venue office (phone, post and email) and to deal with parents and agents politely and efficiently. The Centre Office has to be staffed at all times during the day.
- To oversee the room allocation of students ensuring that the Company's guidelines are adhered to.
- To use the information provided by Head Office to create sports/music/EFL/ bed registers and liaise with Head Coaches/Head of Music/ DoS / House Parents to handle any requests for changes
- To manage all finances relating to the venue, including student pocket money and petty cash. This includes maintaining accurate records of transactions between the Company and its staff or students and ad hoc purchases as authorised by the Centre Manager.

- To manage student check-in and check-out, including meeting parents and being responsible for collecting passports, travel documents, and pocket money and keeping these safe for the duration of the student's holiday (in camp Safe).
- To ensure all Company records (e.g. incident & accident reports, complaints log, fire drill reports, etc) are kept up to date at all times.
- To manage student feedback (completion and analysis of feedback questionnaires)
- To plan weekend excursions (fun and cultural) that are appropriate to all age groups and the centre's geographical location.
- To organise all transport for excursions.
- To organise student groups and pocket money and assign staff to groups.
- To oversee excursions, including managing other staff and taking responsibility for student welfare and discipline.
- To manage all office equipment, restocking and organising repairs where necessary, and signing Company property in/out to staff (e.g. keys/walkie-talkies)
- To be the main point of contact for Group Leaders and to assist them with their group's stay.
- To ensure end-of-week sport/music/ EFL reports and certificates are completed for all students

Additional Duties

- To attend weekly staff meetings with the host school and take minutes of such meetings.
- To follow guidelines as outlined in the Staff Handbook and as explained by the Centre Manager
- To help set up / pack up camp as required and assist with the administrative side of staff induction
- To ensure visitors/contractors have read the Exsportise Welfare Leaflet and signed in and out of the Office when arriving/leaving the site.

PERSONAL SPECIFICATIONS

REQUIRED

- Highly organised with a good eye for detail and excellent time management skills
- Flexible and adaptable approach to working hours
- Able to deal well with pressure
- Enthusiastic, friendly and to be able to respond sensitively to any pastoral matters
- Excellent written and verbal communication skills
- Good knowledge of MS Office, especially Excel, database experience (training provided) and sound knowledge of Google Drive desirable
- Professionalism: being of smart appearance appropriate to the role and using appropriate language

WORKING CONDITIONS

- You are entitled to one 24-hour period off per week, usually during the week.
- You will be asked to sign the 48-hour working week opt-out agreement.
- Due to the nature of the weekend activities (transfers and excursions), the working hours on Saturdays and Sundays are longer than during the week.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities .
- 3 buffet style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be cater for.
- As part of the onboarding process, you will be asked to attend an online meeting prior to the start of our courses.

EARN, LEARN, GROW



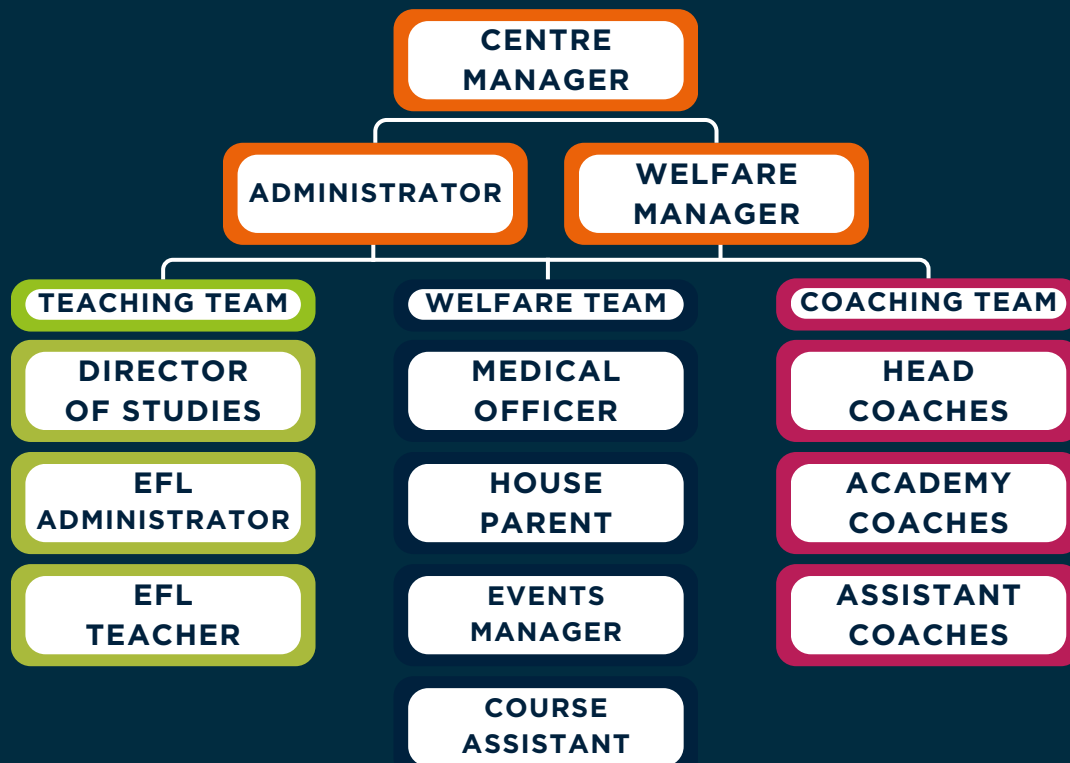
£700 per week
(£624 + 12.07% holiday pay)

£655 per week*
(£583+ 12.07% holiday pay)

*Depending on the number of students

- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata (incl. First Aid training)
- Gain experience working with international students
- Excellent Professional development opportunities

CAMP STRUCTURE

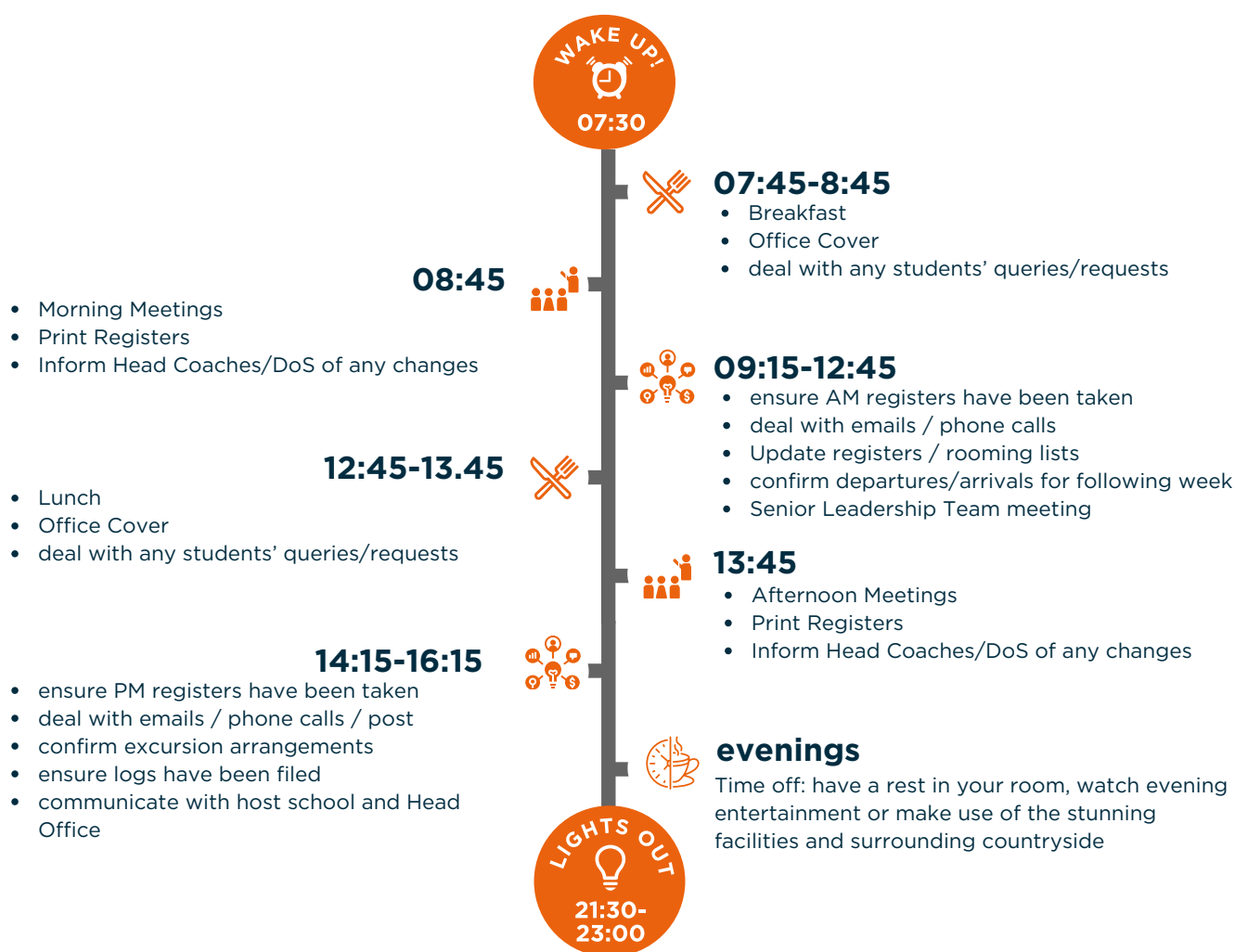


SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of an Administrator who is working the early shift may look like. Please note this is a sample only and may vary based on the requirements of the actual camp.

MONDAY - FRIDAY



WEEKENDS



9:00-18:00

Student Arrivals & Departures

Oversee student check-in / check-outs at camp. Ensure departing students are leaving camp on time and with allocated staff member.



9:00-18:00

Excursion

Ensure students know their group leader, have taken their packed lunches and pocket money, and that excursion buses leave camp on time.

OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:
www.exsportise.co.uk/summer-jobs**



Accredited by the
 **BRITISH
COUNCIL**
for the teaching
of English in the UK



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Centre of Excellence
2023-2024

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