

## INTERN, SUMMER SCHOOL – PARTICULARS

Job title	Intern – Summer School
Location	ABC Languages, The Cambridge Union Society, 9a Bridge Street, Cambridge, CB2 1UB
Reporting to	Operations Manager & School Directors
Responsible for	N/A
Length of appointment	Fixed-term: 10 June – 23 August 2019, 11 weeks
Probation period	NIL
Salary	National Minimum Wage (NMW), set according to age + holiday pay Where accommodation is provided, deductions will be made in accordance with NMW rules.
Hours of work	The normal hours of work for this position are from 08.00-17.00 on Mondays and 08.30-17.00 on Tuesdays-Fridays. A 30-minute break for lunch is included in the above hours. These hours will be your normal hours of work.  However, subject to the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.
Annual leave	Your rate of pay will be calculated to include holiday pay as accrued during the fixed-term contract. The annual holiday entitlement for a full-time equivalent employee is 30 days in each holiday year which includes statutory and public holidays.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age, earnings level, and other eligibility criteria, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

### **Purpose of Post**

The summer school intern reports to the Operations Manager and is responsible for providing day to day assistance on various tasks, all the while providing friendly customer service.

As part of our commitment to developing future talent, and alongside their duties, interns will be offered the opportunity to experience areas of the business that are of interest to them. Feedback, reports and the completion of any internship-scheme paperwork will be completed as appropriate.

### **Key Responsibilities**

#### **Cambridge International Summer School**

- **Administration**

- Preparation of documentation for new arrivals on Monday mornings
- Preparing and printing registers and sign in sheets
- Marking (multiple choice) placement tests
- Preparing and printing certificates
- Assisting with managing the company's social media pages
- General administration duties

- **General Operations Assistance**

- Setting up / setting down classrooms on a daily basis
- Checking classrooms each day when in use to ensure suitability
- Assist with setting up indoor activities
- Assist with putting out lunches
- Putting out and bringing in school signage daily

- **Activity, lunch and breaktime supervision**

- Liaising with the Senior Activity Leader to ensure the smooth running of all activities/excursions.
- Ensuring the efficient, professional and safe operation of activities.
- Adhering to the Company's safeguarding, welfare and supervision ratio policies and procedures.
- Ensuring students are in the right place at the right time.
- Monitoring and checking student attendance on the activity programme – ensuring registers and sign-in/sign-out sheets are accurate and used at each session.
- Reporting all incidents and accidents in accordance with training and Company procedures.
- Attending First Aid, Prevent & Safeguarding training as necessary.

- **General**

- Deliver friendly Customer Service to all students, parents and group leaders
- Assist with signing students in and out at the beginning and end of each day.
- Assist with other general tasks as and when required

**Any offer of employment will be subject to:**

- on date of commencement you are contractually free to join ABC Languages. Also that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a local police check from your home country; (DBS check if living in the UK)
- on or before the date you join us, you supply us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' training

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company.

**Person Specification**

	<b>Essential</b>	<b>Desirable</b>
Education/qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE or equivalent</li> <li>• B2 (upper intermediate) level of English</li> </ul>	
Skills/Knowledge	<ul style="list-style-type: none"> <li>• Excellent English-language skills</li> <li>• Excellent team-working skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent IT skills; proficient in the use of Microsoft programmes</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Outgoing and confident</li> <li>• Good communicator</li> <li>• Flexible and energetic</li> </ul>	

**Application Process**

To apply for this vacancy, please complete an application form online and include a covering letter outlining the reasons for applying for the role. This includes an Equality and Diversity form. These should be completed online [abclanguages.com/apply](http://abclanguages.com/apply). The closing date for applications is **Friday 3 May at midday**.

For additional information or an informal discussion about this post, please contact us by email [office@abclanguages.com](mailto:office@abclanguages.com).

## **The Company**

ABC Languages is based in the iconic Cambridge University Union Society building in the heart of the historic city centre.

ABC was set up in Cambridge in 1986, and is still owned and managed by the same family, with the same aim – to provide top-quality English-language teaching, putting the student, first.

Our programmes are flexible, students can choose the course that suits them, whether that's full-time, part-time, in a group, one-to-one..... taking an exam or just for fun. Our students study English for their work, to live in England, to go to University - even to travel - but they all have one thing in common: they're serious about wanting to improve their language.

Our small team is experienced, and teachers are well qualified, with a wide range of professional experience which enables them to provide specialist as well as general courses. Most importantly, they love what they do and work very hard to help students achieve their personal goals.

ABC Languages is accredited by [ABLS](#), a government-approved body which assures quality in the private language teaching sector, and compliance with the law and government immigration policy.

We're especially proud of our student welfare provision, which has been awarded Gold Status by TravelSafe International, which sets the benchmark for safe and secure educational travel.

ABC offers the following programmes and services:

- A wide range of general and specialist [English as a Foreign Language](#) programmes
- [Cambridge International Summer School](#) – adult, junior and family programmes
- [Group Study Holidays](#) for school and agency groups.

ABC Languages is a trading name of Group Study Holidays (GSH) Limited registered in England and Wales under No. 9660364. Group Study Holidays (GSH) Limited is the company providing this position.