

SENIOR ACTIVITY LEADER & OPERATIONS ASSISTANT – PARTICULARS

Job title	Senior Activity Leader & Operations Assistant
Location	ABC Languages, The Cambridge Union Society, 9a Bridge Street, Cambridge, CB2 1UB
Reporting to	Operations Manager, Directors
Responsible for	Activity Leaders
Length of appointment	Fixed-term: 17 June – 23 August 2019, 9 weeks
Probation period	NIL
Salary	£395 per week inclusive of holiday pay. Note: Induction week (17-21 June) paid at £290 inclusive of holiday pay
Hours of work	The Company's normal hours of work are from 08.30 until 17.00, Monday to Friday with 30 minutes break for lunch. These hours will be your normal hours of work. Note: Induction week (17-21 June) 10.00-15.00, Monday-Friday. However, in accordance with 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. This may include some evening and weekend work.
Annual leave	The annual holiday entitlement for a full time equivalent employee is 30 days in each holiday year which includes statutory and public holidays. Your rate of pay has been calculated to include holiday pay as accrued.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, 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 Senior Activity Leader & Operations Assistant reports to the Operations Manager and is responsible for the safe delivery of activity programmes and, outside of these activities, offering operational support across the Company to assist in the smooth running of all areas. The post-holder will continue to innovate and explore opportunities for an enhanced service with the aim of providing an excellent experience for students, staff and visitors.

Key Responsibilities

Cambridge International Summer School Activity Programme

- To **oversee, lead and animate** all aspects of the summer school activity programme. This includes but is not limited to the following:
 - Liaising with the bookings team who plan and pre-book the activity programme in advance.
 - Conducting Activity Leader briefings as necessary to ensure efficient, professional and safe operation of activities.
 - Championing the Company's safeguarding, welfare and supervision ratio policies and procedures.
 - Ensuring Activity Leaders are deployed in the right areas before during and at the end of each activity.
 - Encouraging Activity Leaders to take an active lead in delivering each session.
 - Ensuring necessary equipment/materials are in the right place at the right time; including carrying the emergency school mobile phone, first aid kit, student emergency contact details etc.
 - Monitoring and checking student attendance on the activity programme – ensuring registers and sign-in/sign-out sheets are accurate and used at each session.
 - Conducting student sign-out at the end each session.

- Reporting all incidents and accidents in accordance with training and Company procedures.
 - Taking responsibility for money, tickets and travel arrangements where applicable.
 - Supervising students during their lunch break and at other times as required.
 - Attending a weekly planning meeting, working with the bookings team to communicate planned activities for the upcoming week.
 - Attending First Aid, Prevent & Safeguarding training as necessary.
- **Provide day-to-day support** to the team by assisting with logistical, hands-on and administrative tasks relating to the summer school operation, including:
 - Setting up classrooms
 - Collation of materials for incoming students
 - Assist with new student intake each week
 - Delivering and collecting equipment from teaching rooms
 - Ensure high standards of presentation are maintained throughout school
 - Manage time effectively in line with the needs of the business
 - Notify/seek the involvement of the Operations Manager if any problems or concerns arise.

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 satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, you supplying 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

	Essential	Desirable
Education/qualifications	<ul style="list-style-type: none"> • Educated to A-level. GCSE passes in Mathematics and English 	<ul style="list-style-type: none"> • A degree, diploma or equivalent in a relevant subject • Appropriate, valid First Aid certificate
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role and/or working with young people • Strong organisational skills • Experience of working within a team where there is a culture of continuous improvement • Experience in multi-skilling and strong time management skills 	<ul style="list-style-type: none"> • Experience of working in an educational context • Knowledge of fire, health and safety regulations • Experience of working in a child protection/safeguarding environment
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent English-language skills • Excellent team-working skills • Well organised, methodical and thorough • Ability to cope well with a varied workload 	<ul style="list-style-type: none"> • Excellent IT skills; proficient in the use of Microsoft programmes
Personal attributes	<ul style="list-style-type: none"> • Outstanding communication skills • Excellent interpersonal skills • Ability to motivate others and build teams • Flexibility to adjust to change • Attention to detail 	

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. The closing date for applications is Friday 22 March at midday.

For additional information or an informal discussion about this post, please contact us by email 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.