

Residential House Managers (for Student Boarding Houses)



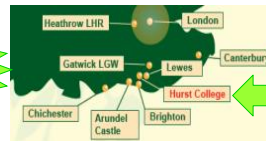
The Job – basic details

Dates	Salary	Location
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4½ weeks
Temporary Contracts
from **Sat 8th July 2pm**
to **Tues 8th Aug 2pm**



£1480 (candidates aged 18-24)
£1615 (candidates aged 25+)
for **4 weeks' work** plus
3.5 days' induction/welcome



**MC @ Hurst College,
W Sussex, UK**
by car we are
**15min to Brighton and just
5min to Hassocks station**

Financial details & benefits

Accommodation + full-board provided – above salary has an accommodation costs already deducted. ✓
Training + preparation provided – hours during Induction are paid, and regular meetings and preparation sessions and paid. ✓
Criminal/police record check – if MC apply, it will be paid. ✓

Salary consists of - 4 weeks' pay of average 48hour/week + 2.5 days' pay for Induction + 1 days' pay for Welcome Day. ✓
Salary includes - 2.43 days' paid holiday (statutory holiday pay). ✓
Contract includes - 4 days off (4 x 24hr periods off the rota). ✓
Deductions - N.I./Tax will be subtracted (if applicable) from above salary. ✓

The Candidate – could this be you ?

MC is a family-run Summer School, specialising in young learners and teens since 1970. We are looking for Staff who:

Are	Have	Demonstrate	Can
.... flexible in order to meet the aims of MC Summer School (this is residential work, with an average 8hr work per day). dedicated to child protection & safeguarding. ... willing to undergo a Police / Criminal Record check for suitability to work with children. UK/EU passport or UK visa (we are not able to obtain Work Permits or Visas for applicants). relevant training, qualifications or certificates. experience of, or desire to work with either children or international people. commitment to their continued professional development. awareness of health & safety practices and how to implement them with large groups of children. ... respect for the experience of the customer. work & live successfully under pressure in an environment of 300+ children and a team of 60+ staff. adapt their professional manner to different cultures, languages & age-groups. ... communicate proficiently in English.

The Summer School – our provision for young students

The aims of MC Summer School, our Residential English Language Course, and our staff include:

Improve all their English language skills and develop their confidence in English communication, and prepare for future study.	Participate in the extensive and stimulating activity programme using our range of exciting leisure facilities, and receive recognition for achievements.	Discover local rich cultural, historical and leisure destinations in a safe and structured excursion programme, and heighten their interest in the world.	Make friends for life with other young international students using English, and live harmoniously in a multinational environment.
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The Job – the necessary skills, your responsibilities, our expectations

House Managers are responsible for the safeguarding, welfare, health & safety of children in the following ways:

hospitality – *meeting and greeting* students as they enter UK (at airports) or houses; *ensuring* all houses are welcoming and tidy; *preparing* students for their departures back home;
home environment - *risk assessing, maintaining and organising* safe houses/campus for students; *supervising* the houses; *creating* a community where students feel safe and at home;
orientation –; *settling* students into their allocated accommodation; *identifying* fire exits, assembly points and emergency procedures;
pastoral – *listening* to the students; *helping* the daily lives of students; *communicating* and *giving* opportunities to practice English; *identifying* student welfare/health/medical/emotional needs to the appropriate people;
school environment - *supervising* the campus when students are not in lessons; *enabling* students to opt-out of the activities programme within an organised system, and *registering and supervising* these students; *risk assessing and organising* safe and well-maintained facilities;
activity participation – *developing* students' existing and new skills and interests; *encouraging* them to showcase their talents; *building* their confidence; *ensuring* a continual learning process;
attendance - *taking* daily registrations in the gardens/houses; *monitoring* attendance and participation; *recording* staff presence in the houses when both on and off duty;
guidance – *holding* daily student house meetings; *circulating* information about the daily programme; *disseminating* information about rules and discipline;
behavioural standards - *enforcing* the rules; *ensuring* students' comprehension; *containing* disagreements and conflict; *identifying* when and *judging* how to react; *maintaining* fairness;
domestic – *supervising* a safe dining room at meals times; *allowing* students time and space to eat healthily;
customer care – *gathering and reacting* to customer feedback/questions; *respecting and responding* to the needs and wishes of the students, parents and GLs/agents; *meeting* customers' expectations; *achieving* their objectives;
off-campus environment - *leading* groups safely round town; *instilling* safe behaviour on coaches; *encouraging* and *enabling* learning about places.

The Next Steps – are you interested ?

If you have any questions, or to check how many positions we have left, email Jon Barnard on jon@manorcourses.co.uk or call 01273 911377. Find our Application Form on our website www.manorcourses.co.uk/work-for-us/. This must be filled-in by all applicants. New applicants must supply signatures, evidence of ID and qualifications, preferably as scans by email.

During the recruitment process we will:

- step 1** ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.
- 2** ...carry out suitability checks by contacting 3 references (all professional, personal and academic referees will be asked specifically whether there is any reason you should not be employed in situations where you have responsibility for under 18s).
- 3** ...arrange a 45min skype/phone interview, and ask to see any ID or qualifications you mention on your application.

If you are successful we will:

- step 4** ...send a job offer by email, the staff handbook with company/health/safety/child protection policies to read, and a contract to sign (in May).
- 5** ...send sample rotas and induction programme after you have returned the contract (in June).
- 6** ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in July).
- 7** ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).