

**The Job – basic details**

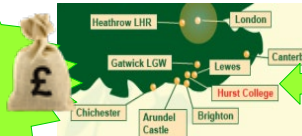
<b>Dates</b>	<b>Salary for 4 weeks (48hrs/week) + 4 days</b>	<b>Location</b>
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**4½ weeks**

Temporary Contracts from **Mon 1<sup>st</sup> July** to **Thurs 1<sup>st</sup> Aug**  
Contracts also from 3<sup>rd</sup> July (without 2.5 day induction) available for returnee staff.



**£1760 (candidates aged 25+)**  
**£1635 (candidates aged 21-24)**  
**£1260 (candidates aged 18-21)**  
for 4 weeks' work plus 4 days' induction/welcome/orientation



**MC @ Hurst College, W Sussex, UK**  
by car we are 15min to Brighton, and 5min to Hassocks station, which are both less than 1hr by train from London

**Financial details & benefits**

- Accommodation + full-board provided** – above salary has an accommodation cost already deducted.
- Training + preparation provided** – hours during Induction are paid, and regular meetings and preparation sessions are paid.
- Criminal/police check** – if MC apply for a UK one, we will pay.
- Salary consists of** - 4 weeks' pay of average 48hour/week + 2 days' pay for Staff Induction + 2 days' pay for Student Welcome & Orientation Days.
- 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 ?**

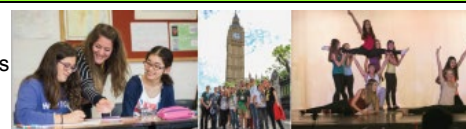
**MC is a family-run Summer School, specialising in young learners and teens since 1970. We are looking for Staff who:**

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| <p><b>Are</b></p> <ul style="list-style-type: none"> <li>.... <b>flexible</b> in order to meet the aims of MC Summer School (this is residential work, with an average 8hr work per day).</li> <li>.... <b>dedicated to child protection &amp; safeguarding.</b></li> <li>.... <b>willing</b> to undergo a <b>Police / Criminal Record</b> check for suitability to work with children.</li> </ul> | <p><b>Have</b></p> <ul style="list-style-type: none"> <li>.... <b>UK/EU passport or UK visa</b> (we are not able to obtain Work Permits or Visas for applicants).</li> <li>.... <b>relevant training, qualifications or certificates.</b></li> <li>.... <b>experience of, or desire to work with either children or international people.</b></li> </ul> | <p><b>Demonstrate</b></p> <ul style="list-style-type: none"> <li>.... <b>commitment</b> to their continued <b>professional development.</b></li> <li>.... <b>awareness of health &amp; safety</b> practices and how to <b>implement</b> them with large groups of children.</li> <li>.... <b>respect</b> for the experience of the <b>customer.</b></li> </ul> | <p><b>Can</b></p> <ul style="list-style-type: none"> <li>.... <b>work &amp; live</b> successfully under pressure in an environment of 300+ children and a team of 60+ staff.</li> <li>.... <b>adapt</b> their professional manner to different cultures, languages &amp; age-groups.</li> <li>.... <b>communicate</b> proficiently in English, using various methods, &amp; <b>complete records</b> of all their work.</li> </ul> |
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**The Summer School – our provision for young students**

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

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

**All staff are involved in all 4 of the above elements of the MC Summer School. This is an average 48hr working week with average 8hr work days (alternate days may be over 8hrs, and some weeks may be over 48hrs). These responsibilities begin in the Induction, Welcome and Orientation days at the start of the Contract.**

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

- hospitality** – meeting and greeting students as they enter UK (at airports) or houses (on campus); 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; assisting visitors in the main office;
- 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 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; serving customers in the snack shop;
- 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](mailto:jon@manorcourses.co.uk) or call 01273 911377. Find our Application Form on our website [www.manorcourses.co.uk/work-for-us/](http://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:** **If you are successful we will:**

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| <p><b>step 1</b> ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.</p> <p><b>step 2</b> ...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).</p> <p><b>step 3</b> ...arrange a 45min skype/phone interview, and ask to see any ID or qualifications you mention on your application.</p> | <p><b>step 4</b> ...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).</p> <p><b>step 5</b> ...send sample rotas and induction programme after you have returned the contract (in June).</p> <p><b>step 6</b> ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in July).</p> <p><b>step 7</b> ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).</p> |
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