

**The Job - basics**

<b>Dates</b>	<b>Salary for 2 weeks (48hrs/week) + induction + welcome + orientation days</b>	<b>Location</b>
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**2½ weeks**  
Temporary Contracts from **Sat 4<sup>th</sup> July** to **Tues 21<sup>st</sup> July**  
Or Contracts from 7<sup>th</sup> July (without induction) or with later finish dates available for returnee staff.



**£1145 (candidates aged 25+)**  
**£1075 (candidates aged 21-24)**  
**£850 (candidates aged 18-21)**  
for 2 weeks' work and 5 days extra for induction, welcome & orientation days



**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 admin sessions are scheduled and paid.  
**Criminal / police record check** – if MC do apply, we will pay.



**Salary consists of** - 2 weeks' pay of average 48hour/week + 3 days' pay for Staff Induction + 2 days' pay for Student Welcome/Orientation.  
**Salary includes** – 1.5 days' paid holiday (statutory holiday pay) per 2 weeks.  
**Contract includes** - 2 days off (2 x 24hr periods off the rota) per 2 weeks.  
**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 Leaders who:**

<b>Are</b>	<b>Have</b>	<b>Demonstrate</b>	<b>Can</b>
.... <b>flexible</b> in order to meet the aims of MC Summer School (this is residential work, with an average 8hr work per day). .... <b>dedicated</b> to child protection & safeguarding. ... <b>willing</b> to undergo a Police / Criminal Record check for suitability to work with children.	.... <b>UK/EU passport or UK visa</b> (we are not able to obtain Work Permits or Visas for applicants). .... relevant <b>training, qualifications or certificates</b> . .... proven <b>experience</b> of, or <b>desire</b> to, work with both children and international customers.	.... <b>commitment</b> to their continued professional development. .... <b>awareness of health &amp; safety</b> practices & how to implement them with large groups of children. ... <b>ability to promote, instruct, supervise &amp; award</b> achievements by children in your specialist field of activities.	.... <b>work &amp; live</b> successfully under pressure in an environment of 200+ children & team of 50+ staff. .... <b>adapt</b> their professional manner to different cultures, languages & age-groups. ... <b>communicate</b> proficiently in English, using various methods. .... <b>complete records</b> of all their work.

**The Summer School – our provision for young students**

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

<b>Improve</b> .... all their English language skills and develop their confidence in English communication, and prepare for future study.	<b>Participate</b> .... in the extensive and stimulating activity programme using our range of exciting leisure facilities, and receive recognition for achievements.	<b>Discover</b> .... local rich cultural, historical and leisure destinations in a safe and structured excursion programme, and heighten their interest in the world.	<b>Make</b> .... 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**

**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). There are options to work extra hours or less hours per week. The responsibilities begin from the start of Induction and during the Welcome & Orientation days, and continue through the entire Contract.**

<b>Key responsibilities</b> – ie. the Activity Programme (eg. sports, arts, crafts, technology, music, dance, drama, games) - a daily overview:	<b>Additional responsibilities</b> – ie. the non-Activity Rota (eg. residential, domestic, welfare, excursions etc.) - a weekly overview, as per individual rotas:
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**Organise, book facilities, prepare equipment and promote sessions** – Negotiate, co-ordinate and share roles amongst your team. Prepare equipment and facilities for 3 activity periods daily. Promote via a range of methods. Gather interested students and register both attendants before each session and any early leavers during a session. Run the activity safely. Develop students' skills, identify and assist any weaknesses.  
**Tournaments & Competitions** – Organise and promote competitions and showcases for talents weekly. Prepare and award prizes/certificates at Presentations. Cater for all levels of ability.  
**Meetings & Admin** - Attend regular Staff Meetings. Fill-in the required paperwork as records of activity sessions at the end of each session and file daily. Inventory and assess condition of equipment regularly.  
**Risk Assessments** - Carry out Risk Assessment in advance and during activities and activity areas, and amend as necessary. Assess students' ability before beginning each session. Make all staff/students aware of the rules, regulations and safety/fire procedures of all facilities you supervise.

**Check-in / Arrival Days** - Welcome, guide, entertain and supervise students as they arrive on campus and in their houses.  
**Campus Orientation** - Give new students walking tours. Communicate clearly and ensure comprehension of all facilities' location. Provide weekly/daily information about the course.  
**Dining Hall Duty** – Supervise safe and orderly meal queues and dining hall. Encourage and enable all residents to eat comfortably and healthily.  
**Evening Residential Supervision** – Organise house meetings and registers when students return to house at 10pm. Be responsible for safety, security, discipline, house registers and ensure bedtime curfews and good behaviour. Stay on overnight duty, in an allocated bedroom, once a week average.  
**Excursion Duty** - Supervise coaches. Mobilise students between meeting points to destinations. Escort students safely through traffic. Communicate and co-ordinate meeting points and times. Encourage and enable students to learn about the places visited.

**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.

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