

The Job – basic details

Dates	Salary for 2 weeks (48hrs/week) + induction + welcome + orientation days	Location
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2½ weeks

Temporary Contracts from Sat 4th July to Tues 21st July

Or Contracts from 7th 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 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). UK/EU passport or UK visa (we are not able to obtain Work Permits or Visas for applicants). commitment to their continued professional development. work & live successfully under pressure in an environment of 200+ children & team of 50+ staff.
.... dedicated to child protection & safeguarding. relevant training, qualifications or certificates awareness of health & safety practices & how to implement them with large groups of children. adapt their professional manner to different cultures, languages & age-groups.
... willing to undergo a Police / Criminal Record check for suitability to work with children. proven experience of, or desire to, work with both children and international customers.	... ability to organise, promote & supervise events & meetings..	... communicate proficiently in English, using various methods.
		... respect for, and understanding of, the customer's experience complete records 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:

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

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. House Manager Assistants have an equally varied set of responsibilities but the rota has a higher proportion of certain roles than others.

- 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; 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 student house meetings; circulating info about the weekly/daily programme; disseminating info about rules/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	During the recruitment process we will:	step	If you are successful we will:
1	...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring to Hurst.	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).
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).	5	...send sample rotas and induction programme after you have returned the contract (in June).
3	...arrange a 45min skype/phone interview, and ask to see any ID or qualifications you mention on your application.	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).