

The Job – Basic details

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
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4½ weeks
Temporary Contracts
from **Thur 4th July evening**
to **Mon 5th Aug midday**
Contracts with later starts or with
different finish dates are available



£2565 (candidates aged 21+)
£1850 (candidates aged 18-20)
for 4 weeks' work
and 4½ 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,

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.
DBS criminal record check – if MC do apply, we will pay.



Salary consists of - 4 weeks' pay of average 48 hours per week + 3 days' pay for Staff Induction + 1½ days' pay for Student Welcome/Orientation
Salary includes - 0.625 days' (5 hours) per week statutory holiday pay.
Contract includes - 4 days off (4 x 24hr periods off the rota) in 4 weeks.
Deductions - N.I./Tax will be subtracted (if applicable) from above salary.

The Candidate – Are you proven to be suitable? 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
<ul style="list-style-type: none"> - flexible & energetic in order to meet the aims of MC (residential work, average 8hr work per day). - dedicated to child protection & safeguarding from all kinds of harm. - willing to undergo a Criminal Record check for suitability. - aware of professional boundaries. - positive about policies including use of data & devices at work. 	<ul style="list-style-type: none"> - appropriate attitudes for a person in a position of trust. - UK passport or UK visa (<i>we cannot obtain Permits or Visas</i>). - relevant training, qualifications, or certificates. - proven experience of, or desire to, work with both children and international customers. - IT skills for data management & an insight into data protection. - proficient English skills. 	<ul style="list-style-type: none"> - commitment to their continued professional development. - awareness of health & safety practices & how to implement them with large groups. - ability to organise, promote & supervise events & meetings.. - ability to monitor & manage children's behaviour. - respect for, and understanding of, the customer's experience. 	<ul style="list-style-type: none"> - work & live successfully under pressure on a campus of 200+ children & 40+ staff, with stamina. - adapt their professional manner to various cultures, languages & ages. - complete paper & digital records of all their work. - develop positive relationships with teammates, students & clients. - use initiative & intuition at work. - communicate fluently and make themselves understood.

The School – Our provision for young students. Can you contribute?

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

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

The Job – Our expectations. Do you have the necessary skills for these responsibilities?

All staff are involved in all 4 of the above elements of the MC Summer School, with an emphasis on education, recreation and safeguarding children from all kinds of harm. This is an average 48hr working week with average 8hr work days.

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 data management - *taking* daily digital registrations in the gardens/houses; *monitoring* attendance and participation; *updating* registers when students leave a house/activity; *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 – Do you share our goals? Are you interested ?

Application Form www.manorcourses.co.uk/work-for-us/ - Must be completed by all applicants.
Declaration Signatures and Reference Contact Details are essential.
Evidence of ID, qualifications - New applicants must send as images by email. Returnees must send any new ID or qualifications.
Questions - Email Jon Barnard on jon@manorcourses.co.uk. You can also contact Su Barnard on su@manorcourses.co.uk .
Procedure - All steps, shortlisting and suitability checks are carried out by 2 Recruitment Officers as part of our Safer Recruitment Policy.

During the recruitment process we will:	If you are successful we will:
<p>step</p> <p>1 ...read your application, identify your skills, match you to our requirements, verify any qualifications you cannot bring/show us.</p> <p>2 ...carry out suitability checks by contacting 2 references (all referees will be asked if there is any reason you should not be employed in situations with responsibility for under 18s).</p> <p>3 ...arrange a 45min webcam/online interview, and ask to see any ID or qualifications not supplied with your application.</p>	<p>4 ...send a conditional job offer by email, the staff handbook with company/health/safety/child protection policies to read.</p> <p>5 ...send a contract for you to sign and await its return.</p> <p>6 ...begin Police/Criminal checks if you have not already supplied a previous UK or international one (in June).</p> <p>7 ...train you during the Induction, and continue to monitor and guide your performance during the contract (in July).</p>

MC is committed to safeguarding and promoting the welfare of its students aged under 18 and expects all stakeholders to share this commitment.