

Activities Manager (Residential)

About Us

St Giles has 69 years' experience in providing high quality English courses. From the moment our young learners arrive, St Giles staff work hard to ensure that they are active, learning effectively and having the educational experience of a lifetime.

St Giles Juniors attracts students from more than 50 different countries and is a highly regarded summer school provider. Our residential Juniors programmes welcome children from age 8 to 17 and 5-17 on Family Courses. All staff are considered ambassadors of the company and are challenged, both individually and collectively, to share the organisation's ethos and actively contribute towards achieving its objectives.

Our goal is to give students an educational, culturally-enriching, enjoyable and memorable summer experience in a safe and supervised setting. We only employ people who are willing to accept this responsibility and have the necessary wide-ranging skills, experience and commitment to help us achieve our goal of being the very best junior course provider.

It will be necessary to always put the welfare of students first. The working day is challenging and can be very tiring, but also filled with teamwork and a real sense of achievement in delivering an exceptional programme, ensuring that our students have a positive experience from the moment they arrive.

Job Description

Reports to: Centre Manager and additionally to other Directors and senior management within the organisation, as and when required.

Set-up:

- Assist in course set-up in advance of students' arrival, including unpacking, distribution and storage of equipment. Ensure sufficient signage is displayed appropriately.
- Complete a full inventory and monitor usage, report any missing or damaged equipment to the Centre Manager.
- Lead the activity staff induction and training and subsequent daily activity meetings during the course to review previous day's activities, planning ahead, etc.
- Welcome the students on their first Friday co-ordinating orientation around the site, allocation of and checking into rooms, calls home and initial "getting to know you" entertainment.
- Assist in induction of students and group leaders onto course.
- Set up the centre notice board with sections for notices, academic and activities. Ensure the weekly (and daily) plan of activities is displayed in an exciting and attractive way. Update board daily.

Activity Programme:

- Manage the activity leader team, motivating and guiding staff, and leading by example.
- Conduct observations and appraisals for activity staff.
- Monitor the Activity Programme and adapt as appropriate in consultation with the Deputy Director of Juniors and the Centre Manager, ensuring that activities are

Job Description

stimulating, structured and inclusive. Communicate all changes, save and send associated paperwork to the Deputy DoJ.

- Allocate and brief centre staff for all activities, supervision arrangements and excursions; ensuring staffing ratios are maintained for student safety and welfare at all times.
- Advertise and build enthusiasm for programmed activities.
- Confirm all bookings for excursions with vendors, transport companies and operators.
- Monitor expenditure on the Social Programme providing full receipts and detailed records of expenditure on course programme, ensuring that all expenses are approved by the Centre Manager.
- Confirm with school/university staff for timetabled use of facilities.
- Ensure risk assessments are completed for all activities and excursions and that staff have read, understood and signed them.
- Create a WhatsApp group with Group Leaders and meet them regularly to ensure they are up to speed with the week's activities and any specific information required.

Students:

- Participate in the induction of new students, explaining to them how the activities and excursions are structured.
- Co-ordinate with the Centre Manager and centre staff on arrival and departure duties to ensure the safe arrival/departure of all students.
- Liaise with the Centre Manager on the huddles and participate as appropriate.
- Ensure the attendance of all students throughout the social programme by taking regular roll calls.
- Take responsibility for the health, safety, welfare and discipline of the students anticipating discrimination, bullying and damage.
- Liaise with the Centre Manager each day regarding planned activities, use of additional facilities and issues of safety, welfare and discipline.
- Take responsibility for the supervision of leisure activities ensuring health and safety measures are respected (use of correct footwear during sports, no unsupervised team games etc).

Safeguarding:

- Take responsibility for the welfare of all St Giles Juniors students. Report any safeguarding concerns to the Centre Manager.
- All staff are required to complete online safeguarding training prior to commencement of contract.

Other:

- Assist the Centre Manager in all aspects of running the centre, including assuming overall responsibility during the CM's day off
- Participate actively in all aspects of the day to day running of the centre, including supervision duties
- Participate in regular weekly meetings with the on-site management team
- Assist in the closing down of the course, repacking and stock checking.
- All other reasonable requests.

Person Specification

Essential	Desirable
Eligibility to work in UK 18+ years old	Experience of managing budgets First degree

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Native/ near native level of English	Experience in a customer facing or customer service role
Experience in managing a team and/ or extensive activity leader experience	First Aid qualification
Ability and confidence to lead by example	Experience of working in a management position at residential junior summer school
Experience of working with children and/or teenagers in a residential summer school	Relevant qualification e.g. sports coaching, drama, dance
Ability to react positively to quickly changing and high pressure circumstances in a calm, collaborative and professional manner	
Can-do, approachable, positive and friendly attitude	
Excellent organization and interpersonal skills	
Experience and competence in Microsoft Office packages	

Sample Weekly Timetable

Activity Manager: Typical 60 hour Working Week							
	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Morning 0800-1200	Admin & weekly briefing meeting	All Day Excursion to London	Admin (approx. 2 hours flexi)		Admin (approx. 2 hours flexi)	Day Off (day is changeable)	
Lunch 1300-1400				Lunch Supervision			Lunch Supervision
Afternoon 1400-1800	Assist with registration		Easter Egg Hunt	Botanic Garden	Sports and Games		Cambridge Science Tour
Dinner 1800-1900				Dinner Supervision + Break			
Evening 1900-2300	Welcome Games		Pizza Party	Escape Room	Ten Pin Bowling		Chill Out Night & Graduation

Salary

£642 per week, full board accommodation provided. Plus accrued holiday pay.

Returnees

At the end of the successful completion of their contract, returnees will receive a bonus based on the number of summer seasons they have been employed by St Giles Juniors since 2022.

Summers 2022 and 2023 - **£120**

Summer 2023 - **£60**

Course location and dates

The St Giles Juniors residential Summer programmes will be based at

St Giles Juniors



Job Description

University College London
Oxford Brookes University
The University of Brighton
The King's School, Canterbury

The St Giles Family Course programmes will be based at
De Morgan House, London
Jubilee Library, Brighton
St Mary's School, Cambridge

Courses run from 23rd June to 11th August 2024 (centre dependant)

On site induction and set up will be up to two days before the start date. Management training weekend will take place on the 8th-9th June 2024.