

Activities Manager (Residential)

About Us

St Giles has 70 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, depending on location. 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: onsite Centre Manager and additionally to the Director of Juniors/Regional Operations Managers and other senior management within the organisation, as and when required.

Set-up and Close down:

- 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 arrival day, 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.
- Assist in the closing down of the course, repacking and stock checking.

Activity Programme:

- Manage the activity leader team, motivating and guiding staff, and leading by example.

Job Description

- Conduct observations and appraisals for activity staff.
- Monitor the Activity Programme and adapt as appropriate in consultation with the Regional Operations Manager, ensuring that activities are stimulating, structured and inclusive. Communicate all changes, save and send associated paperwork to the ROM.
- 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.
- Confirm numbers and reduce/increase coaches/tickets as necessary.
- 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.
- Hold briefing meetings with your Activity Leader team at the start of each week to review fact sheets, discovery packs and risk assessments for the week's activities
- 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:

- Assume overall responsibility, on a rota basis with Academic Manager, when the Centre Manager is off site.
- 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
- Liaise with Centre Manager and Operations Coordinator weekly to staff the transfer team
- All other reasonable requests.

Job Description

Person Specification

Essential	Desirable
Eligibility to work in UK	Experience of managing budgets
18+ years old	First degree
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	Relevant qualification e.g. sports coaching, drama, dance
Experience of working with children and/or teenagers in a residential summer school	
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	

Salary

£700 per week, full board accommodation on site included. Plus, accrued holiday pay.

Requirements of the Job

- Attendance at management training and induction
- Attendance for the length of the contract on six days per week
- Enhanced DBS check (paid for by St Giles Juniors)
- First aid trained (paid for by St Giles Juniors)

Timetable

Activity Managers work up to 55 hours a week with one day off a week as do other members of the onsite management team. All onsite managers will need to take the emergency phone overnight on a rota basis. If required to work during the night, overtime will be paid at the usual hourly rate

Returnees

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

3 or more summers (2022, 2023, 2024) - **£180**

2 Summers (2023 and 2024) - **£120**

1 Summer (2024) - **£60**

Course location and dates

Job Description

The St Giles Juniors **residential** summer programmes will be based at

University College London
Oxford Brookes University
The King's School, Canterbury
St Mary's, Cambridge
The Ackworth School, Yorkshire

Residential courses run from 29th June to 10th August 2025 (Centre dependant. Please check dates for your preferred centre)

Induction and training

On site induction and set up will be up to four days before the start date.

London Juniors – 25th to 28th June 2025

Oxford, Canterbury & Cambridge Juniors – 2nd to 5th July 2025

Yorkshire Football Academy – 5th to 8th July 2025

St Giles Juniors is committed to a safer recruitment policy that requires all applications to provide a full and up-to-date work and education history. You will be asked to explain any gaps in your CV. You should provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s. Conditional offers are also subject to an enhanced check through the Disclosure and Barring Service and/or a police 'certificate of good conduct' from country of residence.