

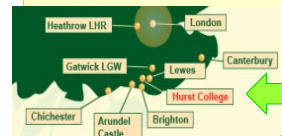


The Jobs - Basics

Dates	Salary for 4 weeks (48hrs/week) + induction + welcome + orientation days	Location
<p>4½ weeks Temporary Contracts from Fri 4th July evening to Tue 5th Aug midday <i>Contracts with later starts or with different finish dates are available</i></p> 	<p>£2690 (candidates aged 21+) £2140 (candidates aged 18-20) for 4 weeks' work and 4 days extra for induction, welcome/orientation days</p> 	<p>MC @ Hurst College, W Sussex, UK by car we are 15min to Brighton, and 5min to Hassocks station. All facilities for work & daily life are on campus</p> 

Financial details & benefits

Salary consists of - 4 weeks' pay of average 48 hours week + 3 days' pay for Staff Induction + 1 days' pay for Student Welcome/Orientation.
Training + preparation provided – hours during Induction are paid, and regular admin sessions are scheduled and paid.
Accommodation + full-board provided – above salary has an accommodation cost already deducted.
Contract includes - 4 days off (4 x 24hr periods off the rota) in 4 weeks.
Salary includes - 0.625 days' (5 hours) per week statutory holiday pay.
DBS criminal record check – if MC do apply for it, we will pay.
Deductions - N.I./Tax will be subtracted (if applicable).

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 Leaders, Managers, Teachers, Welfare Staff who:

Are

- **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.
- **positive** about **policies** including use of data & devices at work.
- proficient English **communicators** who use various methods & **ensure** comprehension.

Have

- appropriate **attitudes** for a person in a position of trust.
- **UK passport** or **visa**.
- relevant **training** 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.
- **initiative & intuition** in the workplace.
- **awareness** of professional **boundaries**.

Demonstrate

- **commitment** to their continued **professional development**.
- **ability** to **monitor & manage** children's **behaviour**.
- **awareness** of **health & safety** practices & how to **implement** them with large groups.
- **ability** to **organise, promote & supervise** events & meetings.
- **respect** for, and understanding of, the **customer's experience**.

Can

- **work & live** under pressure on a campus of 300+ children & 60+ staff, with **stamina**.
- **adapt** their professional **manner** to various cultures, languages & age-groups.
- **complete** in-depth & reflective **paper & digital records** of all their work.
- **develop** positive **relationships** with teammates, students and clients.
- **use IT & technology** in all areas of the job.

The School – Our provision for young students. Can you enable this to happen and support them to achieve this?

The aims for our students at MC Summer School, and enabled by our staff include:

International Summer School



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.

Recruiting for summer 2025 4th July–5th Aug : Residential House & Campus Manager (for Student Data and Welfare)

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

This is an average 48hr working week with average 8hr work days. All staff are involved in all 4 of the above elements of the MC Summer School. The emphasis of daily and weekly shifts will include a verifying balance of the 2 main roles below (some weeks may include more of 1 role than the other):
Accommodation Supervision & Management - manage data, registers, check-in and check-out, facilities' condition, and residents' welfare in the houses.
Campus Supervision & Management - manage the outdoor campus and grounds, ensuring safety when children are neither in their lesson, house, or activity.

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;

domestic – *supervising* a safe dining room and outdoor gardens and queues at meal and break times; *allowing* students time and space to eat healthily; *ensuring* all students get to eat/drink regularly; *handing out* snacks at break times; *ensuring* students get their clothes cleaned and returned regularly; *managing* a lost property reporting and recovery system;

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;

guidance – *holding* daily student house meetings; *circulating* info about the weekly/daily programme; *disseminating* info about rules/discipline;

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;

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;

behavioural standards - *enforcing* the rules; *ensuring* students' comprehension; *containing* disagreements and conflict; *identifying* when and *judging* how to react; *maintaining* fairness;

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.

Your Next Steps – Do you share our goals? Are you interested ?

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

Application Form www.manorcourses.co.uk/work-for-us/ - Must be completed by all applicants.

Declaration Signatures and Reference Contact Details - These are essential.

Evidence of ID and 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:

Recruiting for summer 2025 4th July–5th Aug :

Residential House & Campus Manager (for Student Data and Welfare)

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