



ACTIVITIES MANAGER

LORD
WANDSWORTH
COLLEGE


WSE Juniors is the young learners wing of Wimbledon School of English, the joint number one English language school in the UK (according to industry magazine, the EL Gazette, and British Council inspection results). WSE Juniors deliver high-quality, residential summer language courses to students aged 12-17 years old from around the world. In 2023, WSE Juniors will be holding summer centres in two locations: at our main-school site in Wimbledon, South-West London, and in the spacious, modern grounds of Lord Wandsworth College, Hampshire.



IN BRIEF

We are looking for highly motivated, enthusiastic and reliable people to join us at WSE Juniors at Lord Wandsworth College where we host residential students aged 12 to 17. Lord Wandsworth College is located in lovely grounds in a beautiful part of the countryside on the Surrey/Hampshire border. It has excellent sports, classroom and dining facilities, and modern boarding houses. The small town of Hook is only 15 minutes away by road and Basingstoke is about 25 minutes away.

The course will run from 9 July to 5 August 2023, however you would need to be available from mid to late June to start preparation work.

 Lord Wandsworth College,
Long Sutton, Hook, Hampshire
RG29 1TB


JOB DESCRIPTION

The Social Activities Manager (SAM) is responsible for planning, publicising, and delivering an engaging programme of activities and excursions for students aged 12-17. The programme should complement the English-language classes that students also receive.

The SAM must maintain the high standards of Safeguarding (including supervision and pastoral care) associated with Wimbledon School of English. In doing so, students, parents, agents and staff alike should feel satisfied with the programme. It is the duty of the SAM to monitor any damage caused by WSE students and staff, and to ensure that the Activities Programme is compatible with its description in pre-course publicity material, according to procedures as set out in the WSE Juniors Social Activities Manager Handbook.

PAY AND CONDITIONS

- Weekly salary of £517 as well as free board and lodgings at our centre (7 days/week).
- One 24-hour period off per week.

 www.wimbledon-school.ac.uk/juniors



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SAFER RECRUITMENT

WSE Juniors operates a safer recruitment policy that requires all applications to detail 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.



ESSENTIAL SKILLS

- Strong commitment to Safeguarding
- Excellent IT skills
- Organisational, administrative, and record-keeping skills
- Leadership and team management experience
- Experience of, or a desire to implement, a summer CPD programme for social activities staff
- Experience in managing sports, entertainment and activities programmes
- Ability to work under pressure and to tight deadlines
- Educated to appropriate level
- Excellent attention to customer care and safety
- Knowledge of sports coaching **or** other relevant field.

DESIRABLE SKILLS

- Experience of working with international students aged 12-17
- Sports coaching qualifications
- Safeguarding qualification
- First aid certification
- Full driving licence, own car and willingness to use of School business purposes.

HOW TO APPLY

SEND AN EXPRESSION OF INTEREST TO:

Duncan MacInnes

Academic Project Manager



duncan@wimbledon-school.ac.uk