

## PARTICULARS OF EMPLOYMENT

<b>Post title:</b>	<b>Activities Manager</b>
<b>Salary Scale:</b>	<b>Basic rate of £390 per week plus a performance bonus linked to student numbers at the centre, and accrued holiday pay. Increments available</b>
<b>Department:</b>	<b>Operations</b>
<b>Contract:</b>	<b>Temporary, Fixed Term</b>
<b>Responsible to:</b>	<b>Centre Director and Operations Manager</b>

## MAIN DUTIES

The role of an AM incorporates the following:

- Ensuring that a high-quality activities and excursions programme is delivered, following our guidelines closely
- Responding to our clients' needs, and meeting their demands wherever possible
- Working closely with the other members of the management team to provide a meaningful and challenging learning experience for all students
- Safety and welfare of all the students at all times

## KEY RESPONSIBILITIES (This list is not exhaustive)

### Welfare

1. To have read and understood the AM manual, supervision manual and staff handbook, and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the school rules.
2. Assist in the programme of student supervision. All members of the CMT have student welfare duties on a rota basis. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy. Take on welfare supervision duties as and when required, as designated by the Centre Director.
3. You will also be expected to carry out night time duties on a rota basis (10 pm to 1 am), usually 2 – 3 times a week.
4. Liaise with the Director of Studies and Centre Director to organise the rota for activity supervision and pastoral care.

### Management of the activities programme

5. Play a large part in the Staff Induction Day, usually one or two days prior to students' arrival. The AM will provide training to Activity Leaders and Teachers in planning, organising and running on-site and off-site activities and excursions.
6. Deliver a high quality activities and excursions programme. Consult with Group Leaders and other members of the activity team to improve the programme wherever possible, within guidelines set by the Operations Manager.
7. Ensure activities comply with British Council and English UK guidelines (documents available on site).

8. Manage, motivate and brief the activity team and oversee their designated tasks, referring any issues regarding teaching staff to the Director of Studies.
9. Ensure a high level of student and staff participation in activities through motivation, organisation and supervision.
10. Ensure that activities and excursions are run according to Stafford House Study Holidays' procedures and rules.
11. Confirm all facilities and booking details with the centre and external suppliers, such as attractions and coaches.
12. Control the activity materials stock, including items belonging to Stafford House Study Holidays, the centre and hired items. Return all unused/durable stock to Head Office in good condition.
13. Ensure that Stafford House and its customers receive value for money from the activities programme, and that correct use is being made of the facilities and coaches.
14. Establish and maintain open communication between the centre, clients, and Head Office.
15. Represent Stafford House positively in all conversations with clients, staff, and the host centre.
16. Write weekly reports to be submitted every Monday and a final report to be submitted to Head Office within five days of the centre closing.

#### **Other duties**

17. Close the centre, return all SHSH equipment according to guidelines outlined in AM manual.
18. Ensure that all Stafford House Health & Safety policies are implemented and monitored.
19. Support the Centre Director in the overall management of the centre.
20. You may be nominated by Head Office to deputise for the Centre Director in his/her absence.
21. Additional duties as required.

### **INFORMATION**

The Activities Manager has overall responsibility for the implementation and smooth running of the activities and excursions programme, assisted by all staff including Activity Leaders, Teachers and Group Leaders. An outlined social programme is prepared by Head Office and coordinated by the Activities Manager. The role is a management position and you should expect a demanding workload. This is a residential position, and duties will include supervision of students in the residences.

The Activities Manager needs to establish a working atmosphere of co-operation, fun and enthusiasm between staff, clients (Group Leaders) and students. A sound knowledge of the local area and its attractions should be gained prior to commencement of contract. Also, as a member of the Centre Management Team (CMT), the AM is required to work closely with the Centre Director and the Director of Studies.

On the application form, you will be required to sign a form declaring details of any criminal convictions, cautions, reprimands and final warnings, and any other information that may have a bearing on your suitability for the post. Furthermore, if your application is successful, you will be subject to a CRB Enhanced Disclosure or Disclosure Scotland.

**Attendance at the Management Training Weekend is mandatory (usually mid-June in London).**