

The Person Specification identifies the attributes required to undertake the role effectively.

	Essential	Desirable	Tested at Application	Tested at Interview
Qualifications:				
Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0	X		X	X
Qualifications in related subjects (e.g. arts, drama, sports coaching etc)*		X	X	
Current recognised coaching qualification*		X	X	
Current First Aid certificate**		X	X	
Current RLSS Lifesavers Bronze Medallion award**		X	X	
Experience:				
Experience of working with children and/or teenagers		X	X	X
Previous summer school experience		X		X
Knowledge:				
Interested and confident in organising activities such as Drama, Arts and Crafts, Talent shows etc.	X		X	X
Competent sports/gamesperson with knowledge of the rules and organisation of one or more sports		X	X	X
Skills:				
Able to adapt quickly to change and be flexible	X			X
Additional Attributes:				
18 years of age or over	X		X	
Effective communicator	X		X	X
Enthusiastic	X			X
Able to sustain long periods of physical activity	X			X
Actively enjoy spending time with children/teenagers	X		X	X
Able to address large groups of young people	X			X
Able to motivate and encourage large groups of children and teenagers	X			X
Professional appearance	X			

* Please consult with us on acceptable qualifications

** If you are interested in becoming a qualified lifesaver or First Aid qualified, SHSH will reimburse 50% of the cost of training to staff who obtain the certificate (max. £75.00). Staff will be reimbursed with the first payroll after receipts are submitted, provided that the courses are booked in consultation with Head Office.

BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

Salary:

SALARY PER WEEK (7 Days) entitled to one day off per week									
	Basic	Accommodation offset	First Aid Increment+	Lifesaving Increment+		Coaching and/or arts increment+	Loyalty Increments		
				RLSS Bronze Medallion	Other		1 previous summer	2 previous summers	3 previous summers
Non residential Activity Leader 18-21	£231.84								
Non residential Activity Leader 22+	£278.40		£10.00	£25.00	£15.00	£18.00	£13.00	£23.00	£33.00
Residential Activity Leader 18-21	£231.84	-£31.57							
Residential Activity Leader 22+	£278.40	-£31.57							

+ Please consult us on acceptable qualifications.

We value our centre staff and offer loyalty bonuses for returning staff. The loyalty increments quoted above only apply if this is your second, or subsequent, year as a member of the team. Staff do not receive any overtime payment unless this is expressly agreed with the Activities Manager in consultation with Head Office.

Annual Leave: The annual leave entitlement is 28 days pro-rated. Unless there are special circumstances agreed during the interview/appointment (e.g. graduation, family wedding, interview etc.) this holiday can only be taken at the end of the contract. Staff will be paid for unspent holiday at the end of their contract.

Salary: Staff will be paid 2 weekly, in arrears, to their nominated bank account. Named cheques and international transfers are made at the employee's own cost.

Criminal Records Bureau (CRB) disclosure check: Please note that some posts at the company may require a CRB disclosure check or a Disclosure Scotland check. In these cases candidates would be informed at application and receipt of a satisfactory check would be a condition of appointment.

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.

All staff must be employees of Stafford House Study Holidays. We cannot hire any staff on a self-employed basis

EQUAL OPPORTUNITIES STATEMENT

Our Equal Opportunities Policy states:

"In the recruitment, selection, training, appraisal, development and promotion of staff, the only consideration must be that the individual meets, or is likely to meet the requirements of the programme or course or post.

The requirements being met, no employee will be discriminated against on the basis of their sex, race, colour, ethnic origin, nationality (within current legislation), age, disability, sexual orientation, marital status, caring or parental responsibilities, or beliefs on matters such as religion or politics."