



## SENIOR ACTIVITY LEADER/TOUR GUIDE 2010

### PERSON SPECIFICATION

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

	Essential	Desirable	Tested at Application	Tested at Interview
<b>Qualifications:</b>				
Current first aid certificate		X	X	
Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0	X		X	X
<b>Experience:</b>				
Previous experience of organising activity programmes, preferably in summer school	X		X	X
Experience of working with children and/or teenagers		X	X	X
Experience of working with international students		X	X	
Experience as a tour guide		X	X	
<b>Knowledge:</b>				
Working knowledge of the local area	X		X	X
Interested in, and able to organise 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/games.		X	X	X
<b>Skills:</b>				
Be willing to carry out manual duties	X			X
Ability to work unsupervised and to organise own time	X			X
Computer literate		X	X	
Flexibility	X			X
<b>Additional Attributes:</b>				
18 years or over	X		X	
Effective communicators	X		X	X
Enthusiastic	X		X	X
Able to sustain long periods of physical activity	X			X
Able to address large groups of young people	X		X	X
Professional appearance	X			

## BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

<b>SALARY PER WEEK (7 Days)</b> entitled to one day off per week					
	Basic	First Aid Increment*	Loyalty Increments		
			1 previous summer	2 previous summers	3 previous summers
Non residential Tour Guide/Senior Activity Leader	£308.00	£10.00	£13.00	£23.00	£33.00
Residential Tour Guide/Senior Activity Leader	£279.00				

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