

**TRANSFER COORDINATOR 2010** (FELSTED, BANKSIDE, UXBRIDGE AND  
YORK CENTRES ONLY)  
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>				
25 years and over with a full clean driver's licence valid in the UK, held for 2+ years (Felsted and York only)	X (Felsted and York only)		X	
Current first aid certificate*		X	X	
<b>Experience</b>				
Experience of working with children and/or teenagers		X	X	
Previous summer school experience		X	X	
Previous residential experience		X	X	
Previous courier or travel agent experience		X	X	
<b>Knowledge</b>				
Knowledge of the airports near the centres listed above		X	X	X
<b>Skills:</b>				
Able to organise and manage own work	X		X	
Good problem solving skills	X			X
Demonstrate initiative towards taking on extra tasks	X			X
Computer literate	X		X	
Good administrative skills	X		X	
Able to adapt quickly to change and demonstrate flexibility	X			X
<b>Additional Attributes:</b>				
18 years or over	X		X	
Effective communicator	X		X	X
Able to address large groups of young people	X			X
Professional appearance	X			
Enjoy working with children and teenagers from different cultures	X		X	X

\*If you do not hold a current First Aid Certificate, but are able to complete a course, SHSH will reimburse 50% of the cost of the training to staff who obtain a certificate, provided that courses are only booked in consultation with Head Office (maximum £75.00). Staff will be reimbursed in the first payroll after provision of receipts.

**BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT**

SALARY PER WEEK (7 Days) entitled to one day off per week					
Post	Basic Salary	Loyalty Increments			First Aid Increment +
		1 previous summer	2 previous summers	3 previous summers	
TRANSFER COORDINATOR	£279.00	£13.00	£23.00	£33.00	£10.00

+ 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 Centre Director 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.”