

# WELFARE AND ACCOMMODATION MANAGER 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>				
Level of spoken and written English equivalent to CEF level C1/CAE/IELTS 7.0	X		X	X
Current first aid certificate		X	X	
<b>Experience:</b>				
Previous residential experience	X		X	X
Previous supervisory experience	X		X	X
Proven experience of working in a team	X		X	X
Previous House Supervisor/Welfare experience		X	X	
Previous summer school experience		X	X	
Experience of working with children		X	X	
<b>Skills:</b>				
Proven management skills	X		X	X
Good administrative skills	X		X	
Computer literate	X		X	
Able to organise and manage own work	X		X	X
Good problem solving skills	X		X	X
Demonstrate initiative in taking on extra tasks	X		X	
Able to adapt quickly to change	X		X	X
<b>Additional Attributes:</b>				
Effective communicator	X		X	X
Able to address large groups of young people	X		X	
Enjoy working with teenagers and young people from other cultures	X		X	X
Able to maintain long periods of physical activity	X			X
Professional appearance	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 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 with the first payroll after receipts are received.

## BRIEF STATEMENT ON TERMS AND CONDITIONS OF EMPLOYMENT

### Salary:

<i><b>SALARY PER WEEK (7 DAYS)</b></i> ENTITLED TO ONE DAY OFF PER WEEK										
Post	Basic salary	First aid increment	Performance bonus per week (according to student numbers)					Loyalty increments (dated from 2004)		
			Up to 150	151-250	251-350	351-450	451 +	1 previous summer	2 previous summers	3 previous summers
Welfare and Accommodation Manager	£340	£10	£25	£25	£50	£50	£50	£23	£33	£43

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 management team. Otherwise, the normal loyalty increments apply (please see Non Management Salaries, Terms and Conditions for rates).

Staff do not receive any overtime payment unless this is expressly agreed with the Centre Director in consultation with Head Office.

**Performance Bonuses:** paid in the final payroll of the summer, are awarded depending on satisfactory completion of the contract according to duties and responsibilities outlined in the job description and in the management manual. This decision, made by the Head Office management team, is final and non negotiable.

**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 stage 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."