



Activity Leader Person Specification

Equal Opportunities

Concorde International is an equal opportunities employer and does not discriminate on the basis of sex, race, marital status, disability, age, part-time or fixed term contract status, sexual orientation or religion in the allocation of duties between employees employed at any level with comparable job descriptions.

Due to the physical requirements and nature of this position and venue limitations all applicants must be able to climb stairs, walk long distances and use a computer without assistance.

If you are applying from outside Europe, please note that Concorde International is unable to assist in any way with work permits or visas.

Essential Qualities

- Must be energetic and physically fit
- Must be flexible and able to work in a team
- Fluent English
- Must be eligible to live and work in the UK

Desirable Qualities

- Able to create, plan and organise social/ sports activities
- Well organised, responsible and creative
- Previous experience working with children and/or teenagers
- Knowledge of the rules and organisation of one or more sports / games
- Interested and able to organise activities such as drama, arts & crafts, talent shows
- Current first aid or RLSS lifesaving certificate
- Recent CRB check



Activity Leader Job Description

General

1. Welcoming new students to the centre.
2. Setting up / packing up the centre and displaying / removing signs.
3. Providing supervision during breaks and lunchtimes.
4. Preparing for afternoon activities and workshops.
5. Assisting with fire drills.
6. Providing welfare for 'individual' students (those who study here without parents or a Group Leader present) and reporting any situations that may be harmful to a child.

Administration

1. Assisting the Centre Director, Academic Director and Activity Managers with the general administrative tasks involved in the running of the centre.
2. Designing and displaying posters and programme information.
3. Preparing Welcome Packs, Excursion Packs and student ID badges.
4. Photocopying and general office administration.
5. Checking all students are accounted for in the classrooms.
6. Preparing full activity plans for each activity, and ensuring that you have read all the risk assessments.

Sports and other activities

1. Preparing for sports activities and events.
2. Organising teams / groups and leading sports activities and events.
3. Ensuring sports, audio and other equipment is maintained, returned and stored correctly after use.
4. Encouraging fair play and ensuring all students have a turn.
5. Monitoring the students at all times.

Excursions

1. Counting students on and off coaches.
2. Providing a full walking tour (notes and maps provided) of towns/cities visited
3. Monitoring and being responsible for a group of approximately 15 students throughout the excursion.
4. Ensuring you know the safety procedures and potential risks involved on each excursion e.g. lost or sick students.

Residential Centres

1. Assisting younger students with heavy luggage on arrival and departure days.
2. Waking the students up in the mornings and assisting with lights out in the evenings (on a rota).
3. Assisting students with laundry.
4. Encouraging students to keep their rooms and common areas tidy and ensuring emergency exits are kept free from obstruction.
5. Ensuring students are prepared for departures and all luggage is collected (some unsociable hours).
6. Distributing packed lunches for excursions.

Summer centres are very busy places and there may be duties to perform in addition to those detailed above. Flexibility and common sense are fundamental attributes for this position.

Remuneration

Activity Leaders are paid £240 per week for an average of 36 hours in non-residential centres. Residential Activity Leaders will work an average of 42 hours per week in return for £240 plus accommodation and food. Returning staff may receive an additional payment as agreed by the Director of Vacation Courses. Payment will be made weekly into your bank account.