

**Centre Assistant, Non residential, Collingham 2017**

Discovery Summer runs a range of innovative high quality residential summer courses for young learners/teenagers in top independent schools around the UK as well as 'day' courses for adults, teenagers and young learners in Kensington. Our students enjoy learning skills through a range of language activities in English.

**In our 2014 British Council inspection we were awarded 13 strengths out of a possible 15. Discovery Summer is currently ranked as the top multi-centre summer school in the UK.**

.....  
Please read "**Information for Applicants – Day Courses**" available to download from [www.discoverysummer.co.uk/employment.php](http://www.discoverysummer.co.uk/employment.php) for details of course dates, salary and application procedure.  
.....

**Job Overview:**

To work with other Centre Assistants to help the Centre Manager, Director of Studies and teaching staff with a variety of duties. To assist with supervision of museum visits and break-times. You will normally work at our Family London course, Collingham but may be asked to assist on the course at Baden Powell House, Queen's Gate if necessary.

**Person Specification:****Essential**

- Experience of working with children/teens
- Customer service experience
- Good working knowledge of Word and Excel

**Desirable**

- Experience of supervising children on museum trips
- Experience of photography and writing blog posts
- First aid qualification (Discovery Summer will pay for a 1 day course if necessary)

**Reporting to**

Centre Manager

**Dress Code**

Smart clothes (i.e. No casual jeans, T-shirts or shorts).

**Working Hours**

- Classes are held from Mondays to Fridays from 09.00 –17.00 You will need to arrive by 8:30am and will be able to leave once all students have been collected by their parents
- You may occasionally be asked to arrive earlier and/or leave later if necessary

**Pre Course Duties**

- Read the Staff Handbook/Job Description and raise any queries you may have with your line manager
- Attend the course induction on Friday 23 and Saturday 24 June 2017 and help set up the centre.

**Main duties (these will be shared between the 3 Centre Assistants)**

- Welcome students (aged 5+) and their parents/guardians at the school entrance and take morning register
- Record mobile telephone numbers of parents/guardians in case of emergency or non-attendance
- At the end of the day, check student names against the register as they leave the building and never allow students to leave without the appropriate parent/guardian

- Ensure that no students leave the school unaccompanied during the day unless authorized by their parents/guardians and a consent form has been signed
- Inform Centre Manager of non-arrivals and contact parents/guardians as required
- Assist teachers in the classroom if required
- Ensure classrooms are tidy and adequately stocked (e.g. water, stationery)
- Help staff with general duties (e.g. showing new students to their classroom, photocopying, clearing up after break, preparing end of course certificates)
- Run the Tuck Shop
- Keep adult students café tidy
- Assist teachers with supervision of students on local museum visits
- Take weekly class photos and order them in time for Friday presentations
- Take photos of activities and update the blog (in conjunction with the Centre Manager)
- Supervise communal areas during break times and ensure they are kept clean and tidy
- Give timely, constructive feedback to your line manager
- Help pack up the course centre as required
- Carry out any other reasonable duties

**All Discovery Summer Staff must:**

- Commit to safeguarding and promoting the welfare of all course participants (students, staff, group leaders and Discovery Summer visitors) at all times
- Maintain confidentiality (in accordance with Discovery Summer's Data Protection Policy)
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Work cooperatively with both Discovery Summer colleagues and host centre staff
- Follow the guidelines in your Staff Handbook regarding the standards expected in your job and how to deliver them
- Provide full and proper planning and recording documents as required
- Carry out directions from Head Office and comply with all legal and professional requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner and uphold the good reputation of Discovery Summer

**Discovery Summer's policy regarding alcohol, smoking and substance abuse**

You are working with children. Consuming alcohol and substance abuse are not permitted at any time in the building or during working hours. Smokers may only smoke in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.