



# Administration & Welfare Coordinator

Summer 2010

Max of 50 hours: £325 per week

## Job Description

The post of a Campus Administration and Welfare co-ordinator is a residential one and includes all meals and accommodation. Campus Administration and Welfare co-ordinators are responsible for the welfare, administration, safety and security of students in residential accommodation (including assisting in the arrival and departure of students and carrying out airport transfers).

They may also be asked to act as a Group Leader for individual students. Part of the Campus Administration and Welfare co-ordinator role is a supervisory position, ensuring that Group Leaders are monitoring their own students. A crucial part of the role is to be on duty from 11pm to 1am five nights per week (each night shift from 11 pm to 1 am), as well as supervising students during their free time.

Campus Administration and Welfare co-ordinator are responsible for the general administration duties relating to the course running on the campus, working closely with and under the guidance of the Managing Director, Director of Operations and the Director of Studies. They will undertake administrative tasks as necessary.

The post involves administrative duties and strong administrative and prioritising skills are required. The Campus Administration and Welfare co-ordinator will work up to a maximum of 50 hours a week over a six-day week, all full-time staff receive one full day off per week.

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. You will be asked to complete an Enhanced Disclosure Scotland Form. (Payable by the employee)

All staff undergo a paid induction day, and you may be asked to start work after this induction..

**Reports to: Managing Director, Director of Operations, Director of Studies.**



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### Main Duties and Responsibilities

#### Welfare and Administration

1. To have read and understood the supervision manual and staff handbook and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the St Andrew's College Summer school rules.
2. Ensure that each student's cultural, religious and dietary needs are met and respected.
3. Manage lights-out duties, liaise with other staff on pastoral care duties.
4. Help students to adjust to life in Scotland and to understand information concerning personal safety, Scottish law and St Andrew's College Summer School Campus rules.
5. Organise and participate in student orientation and induction, including ensuring that each student has a room card on arrival.
6. Ensure that Group Leaders are supervising their students effectively by making regular patrols of the campus during the day.
7. Ensure that all students attend the set activity/lesson.
8. When required supervise students during student free time.
9. Plan and organise pre-arrival and departure checks and damage surveys, collect and return damage deposits on arrival and departure.
10. Assist with airport transfers and student arrivals/departures.
11. Be responsible for Health and Safety issues in accommodation buildings and undertake fire warden duties. Ensure everyone is aware of emergency procedures.
12. Ensure information relating to fire, Health and Safety and medical emergencies is correctly displayed on the information board, in residences and in the Common Room.
13. Ensure that all St Andrew's College Summers schools Health & Safety policies are implemented and monitored.
14. Ensure that accurate rooming lists are kept and fire drills are carried out on a regular basis.
15. Build a community spirit in the house/block via notice boards, halls of residence rules and competitions.
16. Maintain student discipline in residences, liaising with management team and Group Leaders. Report all damages to Director of Operations and Group Leaders immediately.
17. Act as a Group Leader for individual students if necessary. Duties would include ensuring their welfare, dealing with queries, supervision and wake up calls.
18. Liaise with Director of Operations to ensure that housekeeping and maintenance duties are completed to a satisfactory standard.
19. Liaise with Group Leaders daily, both informally and at scheduled meetings.
20. Keep a daily log of issues, incidents, activities and work done.
21. Ensure events are promoted effectively and that students sign up in advance.
22. Ensure that listed students are present at social programme sessions and maintain accurate registers of their attendance.
23. Collect and read student and Group Leader feedback questionnaires, taking any action required in consultation with the Director of Operations.
24. Meal time and free-time supervision duties as required.
25. Co-ordinate laundry and computer room rota for students.



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26. Ensure that student notice boards are kept up to date and all information is correct and accurate.
27. Assist Managing Director with general administration of the courses on offer at the Centre.
28. Assist Director of Operations with general administration of the courses on offer at the Centre.
29. Assist DOS in administration of ELT (e.g.) photocopying, organising class lists, preparing student packs etc.
30. Ensure the incident / accident book is kept up to date.
31. You are not expected to be on duty between 1 am and 7 am.

### Other Duties

32. Administration duties, as allocated by the Director of Operations.
33. Additional duties as required.

### Essential Requirements / Desirable Requirements

- Good administrative and prioritising skills
- Computer literate
- Able to organise and manage own work
- Effective communicator
- Able to adapt quickly to change and be flexible
- Demonstrate initiative towards taking on extra tasks
- Enjoy working with children and teenagers from different cultures
- Able to address large groups of young people
- Good problem solving skills
- Pass Disclosure Scotland background checking/ vetting procedures.
- Previous residential experience
- Smart personal appearance
- Experience of working with children
- Previous summer school experience
- Current First Aid Certificate\*

\*If you do not hold a current First Aid Certificate but are able to complete a course, St Andrew's College Summer Schools will reimburse up to 100% of the cost of the training to staff who obtain a certificate, provided that courses are only booked in consultation with Director of Operations (Max £75.00). Staff will be reimbursed with the first payroll.

### Salary per Week: £325 + Holiday Pay (6 Days)

All staff accrue pro rata paid holiday during their period of employment.

Holiday entitlement is set at 28 days per annum pro-rata.

Company T-Shirts, lanyards and ID badges are provided and must be worn at all times whilst on duty.

Salaries are paid in arrears into a UK bank account every week.

Staff do not receive any overtime payment unless this is expressly agreed with the Director of Operations

All staff must be employees of St Andrew's College Summer Schools.