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ADMINISTRATION SUPPORT ASSISTANT Bishop's Stortford College International Summer School



Experio English is a new partnership between EngXcel and Experio Summer which will deliver quality English language tuition at all levels and in accordance with British Council standards at Bishop's Stortford College International Summer School in July and August. The BSC Summer School is open to all international students travelling individually (13-17 yrs) or as part of an accompanied group (8-17 yrs).

Successful applicants will be employed by EngXcel Ltd.

Note: this position is non-residential.

Job title	Administration Support Assistant
Location	Bishop's Stortford College Maze Green Road Bishop's Stortford CM23 2PQ
Reporting to	Course Director
Responsible for	N/A
Length of appointment	Fixed-term: Monday 3 July – Monday 14 August 2023, 6 weeks + 1 day Only candidates available for the entire contract will be considered.
Probation period	NIL
Salary	£340 per week inclusive of holiday pay
Hours of work	The normal hours of work for this position are 08.30-14.30, Monday to Friday with 30 minutes for lunch. Note: <ul style="list-style-type: none"> • Testing Days (1 day per 2-week course), hours are 08.30-16.00. • No weekend hours. • Induction Days (3-4 July), hours are 10.00-16.00. However, in accordance with the Working Time Regulations, you may on occasion be asked to work such additional hours in excess of your normal hours of work as are reasonably necessary for the proper performance of your duties and to meet the needs of the Company's business.
Annual leave	The annual holiday entitlement for a full-time equivalent employee is 28 days in each holiday year which includes statutory and public holidays. Your rate of pay has been calculated to include holiday pay as accrued.
Pension eligibility	The Company offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt out at any time.

EngXcel Ltd is registered in England No. 13642156
Registered office: 115 Fitzgerald Place, Cambridge, CB4 1WA

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Mission Statement

EngXcel's mission is to respect equality, diversity and inclusion in helping people from the global community to learn English.

We aim to provide a supportive and welcoming environment which enables all our students to develop their English language skills to the full and to explore British life and values, as well as encouraging tolerance and cultural awareness amongst all our staff, students and partners.

Ensuring comfort, safety and wellbeing in our school community is at the heart of everything we do.

Overview

We provide the English-language element of BSC International Summer School.

BSC ISS operates a six-week summer school split into three courses:

Course 1: 5 - 17 July

Course 2: 19 - 31 July

Course 3: 2 - 14 August

Staff induction days: 3 - 4 July

We work with young learners aged 8-17 years. Following level assessments on their first morning, students are grouped into classes (max. 16 students) appropriate to their age and level of English, using the Common European Framework of Reference for Languages (A1-C2).

Intensive English or IELTS Preparation options are available in the afternoon for motivated students wishing to make additional progress with their communication skills in English (speaking, listening, reading, writing) or to prepare for the IELTS test when they return home.

BSC ISS offers excellent classroom and teaching facilities with up-to-date IT and AV equipment in every room. It is our expectation that teaching staff will use this equipment to provide the best possible language-learning experience that will encourage engagement and interaction from all participants.

With an entirely new intake of students every two weeks, it is permissible to reuse course planning and material, vastly reducing the amount of preparation time required.

At the end of each two-week course, teachers will produce a short report for each of their students. This will be presented along with their attendance certificate.

Purpose of Post

As Administration Support Assistant, you will be based on site at Bishop's Stortford College International Summer School and work from the Academic Office. You will work closely with the Course Director to support our academic operation at the summer school. You will always ensure the best possible welcome and 'can-do' attitude, whether in a face-to-face situation, responding to an email or answering the telephone. You will liaise with staff, students and sometimes with parents and/or group leaders. From marking placement tests, to monitoring student attendance, to printing reports and attendance certificates, you should maximise your own time and performance standards in order to maximise client satisfaction and to promote the desired work culture.

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Key Responsibilities
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• **General**

- Provide general administrative and clerical support to the Course Director.
- Monitor and maintain office/classroom equipment, maintaining supplies of stationery, materials and other consumables.
- Administer placement tests, including marking, collating, and inputting results into student lists.
- Prepare and monitoring class lists and attendance registers.
- Monitor attendance daily, both morning and afternoon.
- Prepare individual student reports using information provided by teaching staff.
- Print end of course certificates.
- Help with classroom layouts and set up.
- Assist the Course Director as necessary.
- Attend training as appropriate/requested.

• **Safeguarding, Welfare and Supervision**

- Adhere to the Company's safeguarding, welfare and supervision policies and procedures.
- Ensure staff and students are in the right place at the right time.
- Report all incidents and accidents in accordance with training and Company procedures.
- Attending First Aid, Prevent & Safeguarding training as necessary.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the Company.

• **Sample Work Schedule**

Week 1	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
		Testing Day Lessons 08:30-16:00	08:00-14:30	08:00-14:30			08:00-14:30
Week 2	Tues	Weds	Thurs	Fri	Sat	Sun	Mon
	08:00-14:30	08:00-14:30	08:00-14:30	08:00-14:30			08:00-14:30

Note: Any offer of employment will be subject to:

- any gaps in employment history being satisfactorily explained.
- on date of commencement, you are contractually free to join EngXcel Ltd. Also, that you are not subject to any contractual term that would be breached by you commencing work with us;
- receipt of two references in terms acceptable to the Company;
- a satisfactory enhanced Disclosure and Barring Service check;
- on or before the date you join us, your supplying us with the relevant documents proving your legal right to work in the United Kingdom;
- your undertaking and completing the Company's 'Prevent' and 'Safeguarding' training

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Person Specification

	Essential	Desirable
Education/qualifications	<ul style="list-style-type: none"> • Educated to A-level. GCSE passes in Mathematics and English 	<ul style="list-style-type: none"> • A degree, diploma or equivalent in a relevant subject • Appropriate, valid First Aid and/or Child Protection certificate
Experience	<ul style="list-style-type: none"> • Previous experience in a similar role and/or working with young people • Experience of working within a team where there is a culture of continuous improvement 	<ul style="list-style-type: none"> • Experience of working in a child protection/safeguarding environment • Experience of working in a primary or secondary school setting • Knowledge of fire, health and safety regulations
Skills/Knowledge	<ul style="list-style-type: none"> • Excellent English-language skills • Excellent team-working skills • Well organised, methodical and thorough • Experience in multi-skilling and strong time management skills 	<ul style="list-style-type: none"> • Excellent IT skills; proficient in the use of Microsoft programmes
Personal attributes	<ul style="list-style-type: none"> • Outstanding communication skills • Excellent interpersonal skills • Flexibility to adjust to change • Positive attitude 	

Updated 19.10.22

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