

What is the role of a Centre Administrator?

The Centre Administrator is responsible for the daily functioning of the centre management office on-site in the centre. The Centre Administrator will provide administrative support for the centre management team and the wider staff, and duties will include record-keeping, managing passports and pocket money, booking medical appointments, form-chasing, printing and ordering centre/teaching supplies as necessary.

The Centre Administrator is also responsible for allocating and managing the accommodation on-site at the centre. It will involve working closely with the Welfare Manager and Centre Manager to ensure students are given appropriate accommodation for their booking and you will be an integral part of the management of arrivals and departures to the camp.

What does a typical day look like?

You will keep office hours to deal with any enquiries either face-to-face or via email. These will coincide with the students' and Group Leaders' free-time, e.g. 8-10am, 12.30-2.30pm, 5-7.30pm, though these can be adjusted according to need and demand as the weeks go by. You will have one day (a full 24-hour period) off per week.

What skills do I need to do this job?

- attention to detail
- MS office IT skills e.g. Word, excel
- ability to be organised and systematic
- ability to communicate with international teenagers and adults, with cultural awareness and sensitivity

[\(click here for full person specification\)](#)

What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on our record-keeping systems, arrivals and departures procedures and relevant pastoral care, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

Why work with International House London?

International House London has been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

How will this role enhance my career? What can it lead to?

- office, administrative and front-of-house reception roles
- working with teenagers and young people
- working within educational institutions
- logistics and organisational role

Job Description

This job description summarises the purpose of the job and lists key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management

POST	Office Centre Administrator (RESIDENTIAL)
REPORTING TO	Centre Manager
CAMP DATES, LOCATIONS & STUDENT AGES	<p>3rd July – 7th August 2024 International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p>10th July – 14th August 2024 International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</p> <p><i>At each centre, you will be required to live on-site 4 days before the camp starts and until and including the final dates given above</i></p>
SALARY	£503.05 per week.
INDUCTION	The full induction will last for 4 days and will include a combination of remote safeguarding and first aid training, group sessions at Head Office, and on-site team inductions
CONTRACT	<p>From 1-5 weeks depending on locations</p> <p>Hours of Work: Your normal hours of work are (up to) 40 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>

What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks, will require two references and a police check (if living abroad)
- You will prepare arrivals lists and ensure that there are admin procedures in place e.g. spreadsheets, physical storage and filing system, room allocations for students

What will happen during the camp

You will:

- Allocate rooms to all arrivals throughout the duration of the camp and keep records up-to-date
- Manage the on-site student registration process e.g. collecting and registering documentation
- Day-to-day admin e.g. monitoring the inbox, updating spreadsheets, sending emails, printing for teachers
- Support the welfare team manage students e.g. book doctors' appointments, supervise sick students
- Support the activity team e.g. provide up-to-date lists, printing
- Support the academic team e.g. provide up-to-date lists, printing
- Oversee arrivals and departures of students on transfer days
- Attend staff meetings as required
- Liaise with Group Leaders, the Director of Studies and Centre Manager, and act on feedback/suggestions as required

What will happen at the end of the camp

You will:

- Assist with departures of students as required by the Centre Management team
- Check office equipment and complete an inventory
- Help to pack up the centre

Complete the recruitment form to apply

Complete the form here