

Location: Oxford

Dates: July – August 2025

Salary: £720.30 per week

Join Our Team as Assistant activity Manager– International House London Young Learners

If you're enthusiastic, passionate, and ready to inspire young learners, we are excited to invite you to join our team at **International House London**, for the upcoming Young Learner summer season.

What We're Looking For

We're looking for a proactive and energetic Assistant Activity Manager to support the Activity Manager in delivering a smooth, engaging activity programme, and who is keen to develop and support students and team members alike

To apply, you must have:

- GCSEs (A*-C) or equivalent
- Experience working with children
- English proficiency level of C1+
- Managerial experience (desirable)
- A positive, flexible, "can-do" attitude
- Good communication skills
- A commitment to creating safe, inclusive spaces for all students
- Ability to work as part of a team and under pressure
- Good administrative skills (desirable)

What the Job Is About

As Assistant Activity Manager, you will help ensure the smooth running of the summer activity programme. You will supervise Activity Leaders, provide feedback, and support the Activity Manager, stepping in when required. You will ensure sessions are well planned, students are registered, and safety and well-being are maintained at all times. The role involves liaising with Group Leaders, parents, and other departments to address operational issues, maintaining accurate records, and leading regular meetings. You will join a welcoming management team and receive paid induction training, with ongoing CPD throughout your contract.

Salary

£720.30 per week (£642.72+ 12.07% holiday pay)

Plus paid induction programme

Location

Oxford – St Edward's School (ages 8–17) - 1st July – 12th August 2026

Contract Details

- Contracts available from 1-6 weeks, depending on operational needs
- Up to **44 hours per week** across six days with one full day off per week
- Evening and weekend work expected as part of the residential schedule
- Free on-site accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee

Why Choose Us?

International House London have delivered unforgettable summer school experiences across the UK since 2011. We are a British Council-accredited organisation and proud member of the International House World Organisation. We place our students' safety, happiness, and well-being at the centre of everything we do. We're committed to creating memorable moments for every young learner while supporting our staff with professional development, skills training and a collaborative environment. It's no surprise so many of our staff return year after year!

In our most recent, British Council inspection (2024), we were recognised for strengths across multiple areas, including strategic and quality management, student administration, care of students, and leisure opportunities. With us, you will:

Work in a positive, professional environment

Join a welcoming team with many returning staff

Build experience leading and developing staff performance

Strengthen your CV with real pastoral and residential experience

Develop your skills through observation and monitoring

Right to Work

Applicants must have the **right to work in the UK**. All appointments require a **DBS/Police Check** and satisfactory references.

Application Information

International House is committed to safeguarding and promoting the welfare of all young learners. <https://www.ihlondon.com/wp-content/uploads/2025/06/YL-Safeguarding-Policy-2025-updated-02.06.pdf>

Please note that if you are successful at the interview stage, all offers are subject to two references, a Disclosure and Barring Service Check, and Police Check (if living abroad) that are considered satisfactory to IH London.

Due to the nature of this role, we are unable to offer sponsorship. Therefore, applicants must have valid right to work in the UK to be considered for this position.

[Click here](#) to submit your application.

Full job description:

<https://www.ihlondon.com/wp-content/uploads/2025/12/Assistant-activity-manager-2026.pdf>

International House London's Values:

Ethical, Inclusive, Innovative, Passionate, Professional