



Job Description

Job Title:	Assistant Activity Manager (Residential)
Department:	Summer School
Responsible to:	Activity Manager
Last reviewed:	January 2025

Job Outline

In 2022 Haileybury delivered its first International Summer School and we are building on this success in 2025. The programme has an academic focus and it is aimed at international students aged 11-17 with varying levels of English. The different courses include an impressive range of activities and some exciting excursions.

As a member of the Activity Team, you will be required to deliver an innovative and top-quality activity programme. You will liaise with school staff and external suppliers and support the Activity Manager with the design and delivery of an engaging, creative activity and excursion programme.

You will take part in a professional development programme and ensure all activity administration is completed to a high standard. All learners will use an activity journal to maximise learning opportunities.

The nature of a 24 hour a day, 7 days per week Summer School requires staff to work flexibly. The work is intense, days are long and whether on or off duty, staff are expected to put the needs of the students and the reputation of the school first. However, it is extremely rewarding and enables staff to develop their knowledge and skills in a vibrant, energetic workplace. You will work a 6-day week.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Duties

- Ensure that all activities and trips are appropriately planned following Summer School guidelines, and that resources are used effectively and efficiently.
- Ensure all risk assessments are completed and signed off and that all activities, trips and events operate in the safest possible way.
- Attend daily meetings that cover administration, students and staff needs.
- Participate in weekly INSETTs and a CPD programme.
- Assist with the planning, administration and logistics of trips.
- Support the academic and welfare teams to maximise learning opportunities for staff and

T +44 (0)1992 706 379
Haileybury Hertford SG13 7NU

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students across the programme.

- Ensure that activity/trip administration is completed efficiently and in a timely manner.
- Ensure that course reports, certificates and can-do statements are completed professionally and in a timely manner.
- Collect and act upon feedback as per the course schedule.
- Undertake pastoral duties as required.
- Act as excursion/coach leader as required.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally

**Assistant Activity Manager
Person Specification**

	Essential	Desirable
Qualifications		
QTS		✓
Teaching or coaching qualification: sports, music, dance, drama, etc.		✓
A recognised First Aid qualification		✓
A full, clean, UK driving licence		✓
Knowledge, Skills and Experience		
Experience of working in a residential summer school or other residential setting with young people	✓	
Experience of planning a wide range of activities and excursions	✓	
Experience of working with international teenagers and an understanding of their needs		✓
High level of computer literacy, particularly: Outlook, Google, Word, Excel and PowerPoint	✓	
Good numeracy and literacy skills	✓	
Personal Attributes		
Highly articulate and confident	✓	
Excellent communication skills with all relevant client groups, both internally and externally	✓	
Good understanding of working in a school and residential environment	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Ability to work in a way that promotes the safety and wellbeing of children and young people	✓	
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Ability to work in a team and individually, using own initiative	✓	
Flexible with the ability to adapt to changes to work schedules	✓	
Accurate with an eye for detail	✓	
Confident, self-motivated and proactive	✓	
Honest, polite, reliable, resourceful, punctual and committed	✓	