

## Job Description: Administrator, 2008

### Reporting to

1. The Course Director.

### Duties

#### Pre-course

- Read the Senior Staff Handbook and raise any queries you have with Head Office.
- Undertake a few days preparatory work at Head Office as required.

#### On-course

- Assist other members of the senior staff team with administration.
- Ensure the course office is well organised.
- Take minutes at the daily staff meeting.
- Be responsible for the sale of telephone cards and the tuck shop.
- Answer the telephone in a polite manner.
- Ensure that telephone messages and mail are passed on to students and members of staff.
- Liaise with Head Office on a daily basis.
- Be responsible for course administration and course finances. This includes accurate record keeping concerning students, staff and course centre facilities.
- Be responsible for the safekeeping of students' pocket money, damage deposits, valuables, passports, tickets, medication, etc.
- Manage the students' arrivals and departures. This includes briefing all members of staff who are going to the airport.
- Hold regular pocket money sessions.
- Ensure the welfare of students at all times, responding sensitively to any pastoral matters.
- Take all necessary steps to minimise risk.
- Sleep in a room in close proximity to students.
- Follow course centre guidelines concerning the British Council Accreditation Scheme and the Children's Act.
- Exploit every opportunity for students to learn English. Involve English Student Hosts and ensure nationality groups mix as much as possible.
- Prepare the course centre as required.
- Pack up the course centre as required.
- Involve Group Leaders as much as possible.
- Maintain the good reputation of Discovery Summer.

### Working hours

You will receive one full day off each week as well as up to one third of a day off on working days.

You must expect to work hard. The working day is often a long one. Regardless of whether you are on or off duty you will be expected to put the welfare of the students first.

You will be asked to sign a waiver regarding the 48 hour maximum working week.

## **Discovery Summer's policy regarding alcohol, smoking and substance abuse**

We strongly discourage smoking. You certainly must never smoke in front of students at any time. All our centres are non-smoking, although smoking is permitted in an agreed external area at each centre.

Consumption of alcohol and/or abuse of substances at the course centre are not permitted at any time. Whilst you may consume alcohol whilst off-duty and not at the course centre, you must be fit to supervise students upon your return.

Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

**We rely on you as a vital member of the team.**

**We all depend on each other for the success of the course.**

**Our aim is for students and staff to have a memorable, happy and safe experience with Discovery Summer.**