



1. About Us

Discovery Summer is an independent, family-owned company with over **20 years' experience** providing short summer courses in the UK for **international children and teenagers**.

In our 2023 British Council inspection, we were awarded 12 strengths.

We give our students lots of opportunities to learn new skills, try new activities and build confidence in English whilst getting to know Britain and our culture.

Many of our **staff come back year after year - 70% in 2025** - excited by the opportunities for personal and professional development while working on multi-talented, fun and friendly teams.

2. Job Overview

Reporting to: Course Director

The Administrator is responsible for **managing the course office, welcoming and checking in students, looking after student pocket money and course finances, and providing welfare and first aid support.**

As a **member of the senior management team**, the Administrator works closely with them to ensure the smooth running of the course as a whole.

There is only **one Administrator at each summer centre**, so you'll need to be flexible, resourceful and ready to find creative solutions to a wide range of situations in a fast-paced environment.

This is a **residential role** so you will be living and working with your team and the international students.

We aim for the **highest professional standards** in every aspect. This is an excellent opportunity to gain new skills in a friendly, supportive environment.

3. What we're looking for

Legal:

- Hold a valid UK work permit by the start of your employment
- Aged 18 and over

You need to be able to:

- Provide excellent customer care to students, parents, the host centre, external providers, visitors
- Maintain accurate records, e.g. petty cash, fire registers, pocket money transactions
- Stay organised, positive and proactive
- Confidently use online systems, e.g. Google suite and Microsoft Office
- Work comfortably in fast-paced intense environments
- Provide a clear and accurate model of the English language

To succeed in this role, you should already have:

- Experience of working with children/teenagers
- Experience in planning and delivering events or working in an office
- Experience handling money and keeping financial records, e.g. in a shop
- A great eye for detail. You should enjoy working to exacting standards
- Proven customer care experience; resolving problems with tact and maturity
- Experience working with international children/teenagers (desirable)

We love working with people who:

- Are culturally aware and genuinely enjoy working with children and teenagers
- Have high professional and personal standards
- Are resourceful and can take the initiative
- Are excellent communicators
- Have proven organisational, administrative, IT and record-keeping skills
- Have excellent time management skills
- Are committed to professional growth and receptive to feedback
- Can deal with a range of situations simultaneously and work under pressure for long hours

4. All Discovery Summer staff must:

- Commit to safeguarding and promoting the safety and welfare of all course participants (students, staff, English student hosts, group leaders and Discovery Summer visitors) at all times
- Follow the staff code of conduct and guidelines in the Staff Handbook regarding the standards expected in your job
- Act in a thoroughly professional manner to uphold the good reputation of Discovery Summer
- Follow our alcohol, smoking and substance abuse policy. As you are working with children, consuming alcohol and substance abuse are not permitted at any time on campus or during working hours. Smokers may only smoke/vape in designated areas when off duty. Staff must be fit to supervise students at all times. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.

5. Work at a leading independent school



Benenden School, Kent, TN17 4AA

Course: English Plus+

Juniors: 8-12 years, Teens: 13-16 years

Staff induction: Tues 7 – Thurs 9 July

Dates: Fri 10 July – Fri 7 Aug

Staff depart: Sat 8 Aug

Contract length: 4 weeks



Marymount International School

Kingston-upon-Thames, KT2 7PE

Course: English Plus+

8-13 years

Staff induction: Fri 17 July

Dates: Sat 18 July – Sat 1 Aug

Staff depart: Sun 2 Aug

Contract length: 2 weeks



Shrewsbury School, Shropshire, SY3 7BA

Courses: English/Coding & Tech/Sports Academy

11-16 years

Staff Induction: Sun 28 – Tues 30 June

Dates: Wed 1 July - Wed 29 July

Staff depart: Thursday 30 July

Contract length: 4 weeks



Winchester College, Hampshire, SO23 9NA

Courses: Global Young Leaders/English Plus+
(13-16 years), Pre-University (15-17 years)

Staff induction: Mon 29 June - Thurs 2 July

Dates: Fri 3 July - Fri 31 July

Staff depart: Sat 1 Aug

Contract length: 4 weeks

6. Salary and working conditions

- £768 per week (£685 + 12.07% statutory holiday pay)
- One-off payment for pre-course work £320 + discretionary performance bonus
- 1 day First Aid training is offered (subject to availability) + additional one-off payment of £89
- **Free full board accommodation** provided worth £77.70 per week
- Fully paid enhanced **DBS check**
- **2-3 day induction** paid pro rata
- Work as part of a strong team with opportunities for professional development



- You will work 6 days a week
- You'll be asked to sign a waiver regarding the 48-hour working week



- You will have one 24-hour period off per week, usually from one evening to another evening.



- Our programmes are fast paced - expect the days to be long and the work to be intense



- You will be accommodated in the student residence, normally in a single room with shared bathroom



- Whether you are on or off duty, you will always be expected to put the welfare of the students and staff first



- Dress Code: smart/casual, e.g. no shorts, ripped jeans. Wear DS yellow polo shirt when required

7. Your role and responsibilities

a) Pre-course preparation

- Read the staff handbooks, your checklist, and Discovery Summer publicity, e.g. website
- Attend the **Senior Staff training weekend (27-29 March 2026)**
- Attend the **online 'getting-to-know-you' session in June**
- Liaise with other members of the senior management team
- Familiarise yourself with Discovery Summer online systems (training provided)

b) Pre-course (at the course centre)

- Set up course office and systems on arrival
- With the senior team, plan and participate in the staff induction
- Work with the rest of the senior team to prepare the centre, e.g. setting up noticeboards, preparing for student arrivals
- Liaise with the Student Host Team Leader regarding English Student Hosts arrival
- Welcome and register all staff, check staff documents as instructed by Head Office (HO)
- Liaise with the Travel Coordinator at Head Office about student arrivals
- Post the first blog post

- Provide administrative support to House Parents (HPs) as they set up boarding houses, e.g. room labels, fire registers, signage

c) Customer care

- With Course Director (CD), warmly welcome all course participants: students, English Student Hosts, Group Leaders, staff and visitors
- Be clear about the arrival/departure of residential [English Student Hosts](#)
- Ensure the course office and any common spaces are well-organised, DS branded and welcoming
- Answer the office telephone and check emails. Respond to simple queries and pass on other matters to the appropriate member of the senior team
- Ensure all incidents, however minor, together with action points are recorded in the DS Portal
- Ensure CD/HO informed immediately of any serious problems
- Liaise with HO daily, and ensure that any important information received from HO is acted on
- Help the CD with rooming of staff and students by inputting the information into the Portal
- Help the Group Leaders as much as possible to ensure that their group are happy
- Liaise with Travel Coordinator and prepare for the weekly student arrivals/departures as necessary

d) Responsibilities – Senior Management Team

- Participate in daily Senior Management Team meetings to ensure the smooth running of all aspects of the course
- Take minutes at senior team and all staff meetings. Store and circulate as appropriate
- With Senior Team, act on staff and student feedback, e.g. creating a 'You said, we did' board
- Provide administrative support to the Course Director
- Follow systems and procedures as outlined in the staff handbooks
- Act as the course Blog Master and update the blog daily
- Be sufficiently flexible to deal with unexpected situations

e) Finances

- Follow Discovery Summer guidelines regarding student pocket money
- With the CD share responsibility for the safekeeping of students' pocket money, valuables, passports, travel paperwork, medication, etc. liaising with Group Leaders as appropriate.
- Make sure students are clear that DS does not accept liability for theft or loss of property in our safekeeping or in any other locations
- Keep accurate, up-to-date records of all course expenses, tuck shop and sale of SIM cards

f) Medical and welfare

- Liaise with non-residential nurse to ensure they see any unwell course participants and that care plans are implemented and recorded
- Coordinate care of unwell students and English Student Hosts with HPs, ensuring they see the nurse and are supervised in houses
- Maintain an 'open-door' policy and spend time with students at break time, getting to know them
- In conjunction with the HPs, take students to the medical centre/A&E as required

- If required, administer first aid and medication

g) Pastoral and safeguarding duties

- Sleep in a room on the same corridor/in the same building as the students
- Do **wake up and bedtime duty** approx. 1-2 times per week
- Ensure the **safeguarding and welfare** of students at all times
- Exploit every opportunity for nationalities to mix and for students to practise English
- Ensure that good discipline is maintained
- Follow the safeguarding guidelines; log and report details of any behaviour, welfare or safeguarding issues as directed

h) Other duties

- Accompany students off-site, e.g. to horse riding lessons, as required
- Manage packing of the course office and communal areas
- Help with other packing up as required
- Ensure all course records are complete and submitted to Head Office
- Write an end of course report within 5 days of the course-end and be prepared to be prepared to answer any queries after the course

8. Next steps

- Read the [Information for Applicants](#) to find out about the safer recruitment process and pre-employment checks
- Apply with the [2026 online application form](#)
- Contact **Prem Sourek** with any questions prem@discoverysummer.com