



**Social Programme / Administration Assistant**  
**(Yellow Shirt)**

**Job Description**

**1. Student Induction and Orientation**

- Meet new students each Monday afternoon from 14:00 to 15:00 and present them each with a map of Wimbledon and surrounds, a student handbook, information about local facilities, a London transport guide, and a copy of the current social programme.
- Stress the importance of personal safety and looking after valuables.
- Take the students on a town walk each Monday afternoon, or as required.
- Field all questions relating to travel concerns, or amenities and services in Wimbledon, as required. Ensure that all travel concerns are addressed.

**2. Leading the Social Program (where appropriate)**

- Leading the activities as allocated to you by the Centre Manager or Social Program Organiser.
- Taking allocated groups on half day and full day excursions as per your allocation. Ensure a signed risk assessment form is taken and adhered to for each trip.
- Being responsible for all students in your care, including taking of registers before an excursion leaves for a destination and also before it returns from a destination.
- Taking part in evening activities as allocated by the Centre Manager or Social Program Organiser.
- Advertising and promoting activities to the students.
- Monitor student satisfaction with the social programme through questionnaire analysis by different groups and nationalities and improve accordingly.

**3. Student Morale**

- Regularly visit students' common rooms, gardens, classrooms and chat to the students.
- Attempt to ensure English is spoken amongst them.
- Encourage students to participate in school activities.

#### **4. Administrative Tasks:**

- Prepare notices for the social programme notice boards and classrooms and staff rooms where appropriate, using the social programme computer.
  - Display photographs of enjoyable social activities and post ideas for students' spare-time activities on notice boards.
  - Keep all notice boards tidy and well presented.
  - Maintain inventory of equipment needed for social programmes (eg. tennis rackets, footballs, volleyballs, etc.) and ensure they are returned to secure storage after use.
- Help to compile all students' handbooks and manuals for group leaders and excursions.

#### **Administration Duties:**

Assist the Principal, Director of Studies, Administrator, Accommodation Officer and other members of staff with tasks such as administration duties, including copying documents, data entry, dealing with enquiries, group programmes, moving furniture books and equipment, supervising the vending machine, building security, tidying classrooms and lounge, keeping patio area tidy – especially after breaktimes and lunchtimes, putting out and taking down of parasols etc.

#### **Child protection and safeguarding**

**Akville Merceviute** is the designated Child Protection Officer (CPO). Any child protection or child safeguarding issues should be brought to her attention in the first place.

Centre of English Studies places the highest importance on providing a safe and secure environment for all of our students and staff, but especially for young learners and juniors. Our recruitment processes and procedures will reflect this on-going commitment by making every reasonable effort to ensure that we employ appropriate, highly qualified members of staff who understand and share this commitment.

All teachers may at some point have students under the age of 18 in his or her class. It is the responsibility of every teacher to:

- be familiar with CES documentation (including the CES Child Protection Policy) regarding the care of under 18s, and to report any potential safeguarding issues as soon as they occur with this age group to the Principal or Child Protection Officer.
- actively monitor student welfare, paying particular attention to the care of under-18s in your classes, reporting any areas of concern to the Principal or Child Protection Officer immediately.
- be aware of and implement the school's policy on bullying and abusive behaviour, monitoring and reporting on issues to the Principal or Child Protection Officer should they occur.

#### **Policies and procedures**

- All members of staff must read the policies and procedures as detailed in the Employee Handbook and the school Policies and Procedures folder, copies of which are kept in each office. Staff must sign that they have read all policies and procedures on the form provided at the front of the folder.

Updated January 2013 DM