

# WHITGIFT

## SUMMER SCHOOL

### **Airport Co-Ordinator & Administrative Support Whitgift Summer School**

**Fixed Term Contract: 06 May\* – 17 August 2025**

(\*Start date to be confirmed but we anticipate commencing 05 May 2025)

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over 100 boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

During the summer holidays Whitgift runs its own summer school for international students, utilising all its fantastic facilities and modern boarding house. Whitgift Summer School, with its innovative and exciting English language and academic courses, along with activities which involve English speaking students, is designed to appeal to girls and boys aged 11-17 from all over the world.

Our summer school will run from Sunday 6 July to Sunday 17 August 2025 with new staff induction days and the summer school set up on 3, 4 and 5 July 2025.

#### **OUTLINE OF POST**

We are seeking to appoint an Airport Co-ordinator & Administrative Support, who will work closely with the Marketing Manager, Course Director and year-round International Education Administrators. They will be responsible for co-ordinating the airport transfers for our arriving and departing students. In addition, the Airport Co-ordinator/Administrative Support will provide administrative assistance across all areas, in the run up to, and over, the summer school as required. For the initial period of employment, prior to the commencement of the summer school, this is a 3-day per week role. However, during the period of employment when the summer school is running (w/c 30 June until 17 August), the Airport Co-ordinator & Administrative Support hours will increase to 6 days per week, including weekend work.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### Airport Co-Ordination

- Manage the Airport Transfer Process under the guidance of the Marketing Manager
- Be the main point for contact for parents and agents regarding arrival and departures for students attending the summer school
- Collate all flight details of summer school students and draw up a meet and greet timetable

Whitgift School, Haling Park, South Croydon CR2 6YT

[www.whitgift.co.uk](http://www.whitgift.co.uk)

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- Liaise with drivers and airport staff to ensure all pick-ups / drop offs are staffed and run smoothly
- Co-ordinate with airlines regarding unaccompanied minor status students
- Arrange alternative transport as required (for example taxis and purchasing of train tickets)
- Create information packs for staff ahead of each airport transfer day
- Manage the logistics and communication with all staff on airport transfer day
- Plan student transport requirements and manage the allocation of drivers and vehicles for airport transfers
- Chase driver timesheets to enable prompt payment

### Administrative Support

- Become competent in using the information management systems used at the summer school
- Assist with weekly maintenance of iSAMS (full training provided)
- Deal with immediate pupil / staff queries; assisting and directing accordingly
- Chase outstanding paperwork and payments from parents and agents by set deadlines
- Email pre-placement tests and chase outstanding tests
- Assist in setting up the student check in process before summer
- Update and maintain student list, bedding plan and agent list and liaise with the Welfare Manager about rooming
- Help co-ordinate student activity choices
- Assist in maintaining up to date class lists and class photo displays
- Proofread and distribute weekly reports to parents and agents
- Assist in preparing leaving certificates and awards for graduation
- Prepare weekly lists of staff and students for the security team
- Assist with Student Ambassador parent communication in a professional manner
- Support with staff induction days
- Assist with the maintenance of summer school paperwork and filing as required
- Complete general day-to-day administrative and operational support for the summer school and management team as required

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

### **PERFORMANCE STANDARDS**

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To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### **All Whitgift Summer School Staff must:**

- Attend the induction training prior to the summer school start date – full details to be confirmed
- Commit to safeguarding and promoting the welfare of all course participants (students, staff, Student Hosts, group leaders and visitors) at all times
- Maintain the good reputation of Whitgift School and Whitgift Summer School
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
  - working cooperatively with colleagues
  - following the guidelines in the summer school staff handbooks regarding the standards expected in your role and how to deliver them
  - providing full and proper planning and recording documents as required
  - complying with all legal and professional organisation requirements
  - presenting yourself well; being of smart appearance, appropriate to the role and using appropriate language

### **PERSON SPECIFICATION**

#### **General**

- Flexible and adaptable to changing circumstances and requirements
- Excellent communication and interpersonal skills (written and verbal)
- Excellent time management, logistical and organisation skills
- Hard working, energetic and able to work and remain calm under pressure
- Reliable, enthusiastic and able to work unsupervised
- Understands the needs of a thriving and busy school environment
- Good humoured with the desire and ability to achieve the highest standards
- Proactive and self-motivated with a 'can do' attitude
- Able to prioritise effectively
- Demonstrate an international outlook
- Ability to work individually and as part of a team
- Have excellent attention to detail

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### QUALIFICATIONS/EXPERIENCE

#### Essential

- Experience in a customer facing role
- Strong administrative and IT skills
- Proficient with Office 365
- Outstanding communication skills and excellent English
- Proven skills in logistics and project planning
- The ability and willingness to thrive in a very demanding and varied role

#### Desirable

- Previous experience in an administrative role
- Previous experience of working at a summer school/international education environment
- Previous experience of working within the independent school sector
- Full UK Driving Licence
- Ability to drive a school minibus (training provided)

### FURTHER INFORMATION

Summer school staff benefit from:

- Onsite parking
- All meals while on duty
- Accrued Holiday Pay – based on 33 days per annum (25 days plus 8 bank holidays) pro rata to weeks worked which equates to a rate of 14.5% subject to tax, NI and pension if applicable

### CONDITIONS OF SERVICE

The salary for this post will be £640 per 6-day week, plus holiday pay and includes all meals while on duty.

In advance of the launch of the summer school the Airport Co-ordinator & Administrative Support will work 3 days per week, from 8am – 5pm with a one-hour unpaid lunch break. During the Summer School (w/c 30 June until 17 August), the Airport Co-ordinator/Admin Assistant hours will increase to 6 days per week. The hours of work and day off will vary, and you will be required to work weekends and evenings over summer.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8633 9924 or e-mail [summerschool@whitgift.co.uk](mailto:summerschool@whitgift.co.uk).

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Applications will be reviewed on a daily basis and interviews may occur at any stage. The School reserves the right to appoint at any stage of the recruitment process. We invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).***

October 2024