



Job Description

Job Title:	Airport and Activities Coordinator
Department:	Summer School
Responsible to:	Activity Manager
Last reviewed:	November 2024

Job Outline

In 2022 Haileybury delivered its first International. 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 exciting excursions.

As a member of the Summer School Team, you will be required to coordinate transport for all excursions and fortnightly airport transfers. You will also work with the Activity Manager to support the delivery of a high-quality activity programme. You will liaise with school staff and external suppliers to ensure an effective and efficient use of resources.

You will take part in a professional development programme and ensure all administration is completed to a high standard.

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.

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.

Key Responsibilities

- Organise the logistics and planning of excursions and airport transfers following Summer School guidelines, ensuring resources are used effectively and efficiently.
- Liaise with the appropriate managers to ensure all risk assessments are completed and signed off and that all activities, trips and transfers operate in the safest possible way.
- Ensure that transfer/trip administration is completed efficiently and in a timely manner.

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

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- Attend daily meetings that cover administration, students and staff needs.
- Participate in INSETTs and a CPD programme.
- Support the academic and welfare teams to maximise learning opportunities for staff and students across the programme.
- Collect and act upon feedback as per the course schedule.
- Undertake pastoral and activity 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, Diversity and Inclusion

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.

Airport and Activities Coordinator

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education to GCSE level or equivalent	✓	
A full, clean, UK driving licence		✓
A recognised First Aid qualification		✓
Knowledge, Skills and Experience		
High level of computer literacy, particularly Outlook, Google, Word, Excel and PowerPoint	✓	
Experience of working in a residential summer school or other residential setting with young people		✓
Experience of planning logistics		✓
Experience of working with international students and an understanding of their needs		✓
Good numeracy and literacy skills	✓	
Ability to plan complex schedules with confidence	✓	
Excellent communication skills	✓	
Personal Attributes		
Highly articulate and confident	✓	
Ability to work in a team and individually, using own initiative	✓	
Flexible with the ability to adapt to changes to work schedules	✓	
Self-motivated and proactive	✓	
Well organised with the ability to prioritise work to deadlines and under pressure	✓	
Accurate with an eye for detail	✓	
Honest, polite, reliable, resourceful, punctual and committed	✓	