

# exportise

SUMMER SCHOOLS

Recruitment Guidance

# EFL ADMINISTRATOR



**JOIN  
TEAM  
ORANGE**

# TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

**Team Orange Members** are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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# 2024 KEY INFORMATION: EFL ADMINISTRATOR

## KEY JOB PURPOSE

To support the efficient and effective functioning of the EFL program resulting in a positive experience for both students and staff.

## REPORTING TO

Director of Studies  
Centre Manager

## SALARY

£615 per week  
(including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Typically 8:45-17:45, Monday - Friday. Weekend hours vary. Additional meeting and CPD time

## TIME OFF

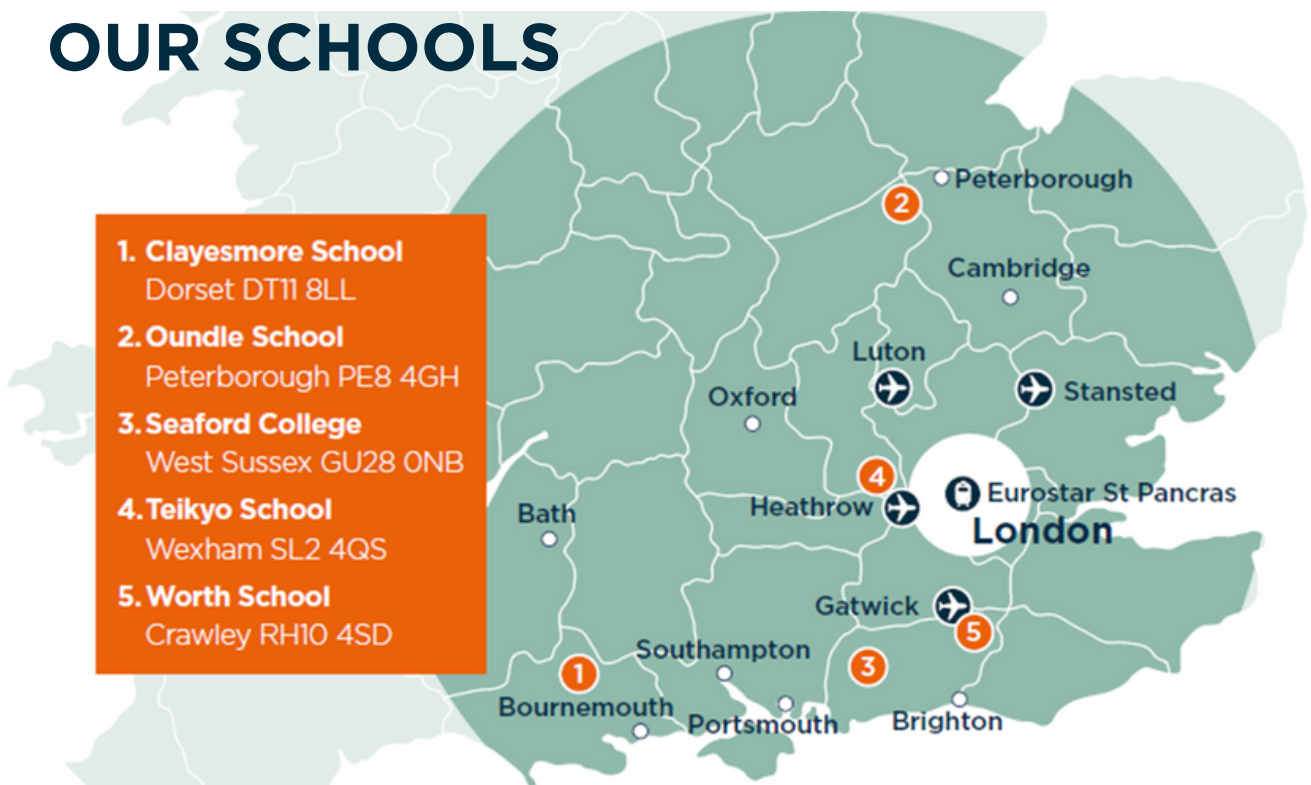
Minimum one full 24 hour period per week, usually Saturdays

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS

- 1. Clayesmore School**  
Dorset DT11 8LL
- 2. Oundle School**  
Peterborough PE8 4GH
- 3. Seaford College**  
West Sussex GU28 0NB
- 4. Teikyo School**  
Wexham SL2 4QS
- 5. Worth School**  
Crawley RH10 4SD



# OVERVIEW

The EFL Administrator will oversee communication and management of the EFL office at the centre. They will report to the Director of Studies and ensure that all phone and email communication is appropriately handled. In addition, they will take charge of several administrative duties and ensure that the office is well organised and a positive working environment is created.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining professional boundaries and contributing to a positive summer school environment.

## ACCOUNTABILITIES

- To work closely with the Director of Studies (DoS), assisting them with administrative duties (ensuring all paperwork is complete and up to date) and ensuring the EFL department is run efficiently.
- To manage all points of contact in the EFL office (phone and email) and to deal with parents and agents politely and efficiently. The EFL Office has to be staffed at all times during lessons. This includes being in daily contact with Head Office.
- To remind EFL teachers to complete their administrative tasks, e.g. class profiles, weekly log/plan, lesson plans, and progress tests with results (and check that they have been done).
- To liaise with the Administrators regarding student feedback (distribution and analysis of feedback questionnaires) and assist in resolving any issues.
- To ensure student placement scores are recorded, and end-of-week EFL reports and certificates are completed for all students and added to students' notebooks to take home.
- To set up the teaching computers, printers, interactive whiteboards, etc., by liaising with the venue's IT department.

- To ensure classrooms are set up each week and have the image of “Exsportise School”. This includes covering up existing work done by the host school students, decorating walls and noticeboards, photocopying student material, and ensuring stationary is in stock.
- To use the information provided by Head Office to create EFL registers and liaise with DoS / Administrators to handle any requests for changes.
- To ensure students who have booked additional exams (Linguaskill) have their log-in details, are taking their exam before the end of their stay and have been given their exam certificate to take home with them.
- To assist with placement tests and exam invigilation as well as break time supervision.
- To ensure all Company records relating to the EFL department (e.g. incident & accident reports, complaints log, fire drill reports, etc) are kept up to date at all times.
- To act as a cover teacher (if suitably qualified/experienced)
- To assist with the evening events programme in case EFL lessons are only offered in the mornings or afternoons, instead of both.
- To manage and maintain all EFL equipment, restock and organise repairs where necessary, and sign company property in/out to staff (e.g. keys/walkie-talkies).
- To work closely with other welfare staff to ensure the welfare of all children and staff. Any concerns should be reported to the Centre Manager / Welfare Manager immediately.
- To provide an inventory at the beginning and end of camp for all EFL equipment

## Additional Duties

- To attend daily staff meetings and EFL CPD meetings and take minutes of such meetings.
- To follow guidelines as outlined in the Staff Handbook and as explained by the Centre Manager
- To help set up / pack up camp as required and assist with the administrative side of staff induction
- To assist student check-in and check-out, including meeting parents and responsibility for collecting passports, travel documents and pocket money and ensuring these are being locked away safely.

# PERSONAL SPECIFICATIONS

## REQUIRED

- Highly organised with a good eye for detail and excellent time management skills
- Able to deal well with pressure
- Enthusiastic, friendly, and to be able to respond sensitively to any pastoral matters
- Excellent written and verbal communication skills
- Good knowledge of MS Office, especially Excel, database experience (training provided) and sound knowledge of Google Drive
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours

## DESIRED

- TEFL background

# WORKING CONDITIONS

- You are entitled to one 24-hour period off per week, usually during the week.
- You will be asked to sign the 48-hour working week opt-out agreement.
- Due to the nature of the weekend activities (transfers and excursions), the working hours on Saturdays and Sundays are longer than during the week.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet-style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be catered for.
- As part of the onboarding process, you will be asked to attend an online meeting before our courses start.

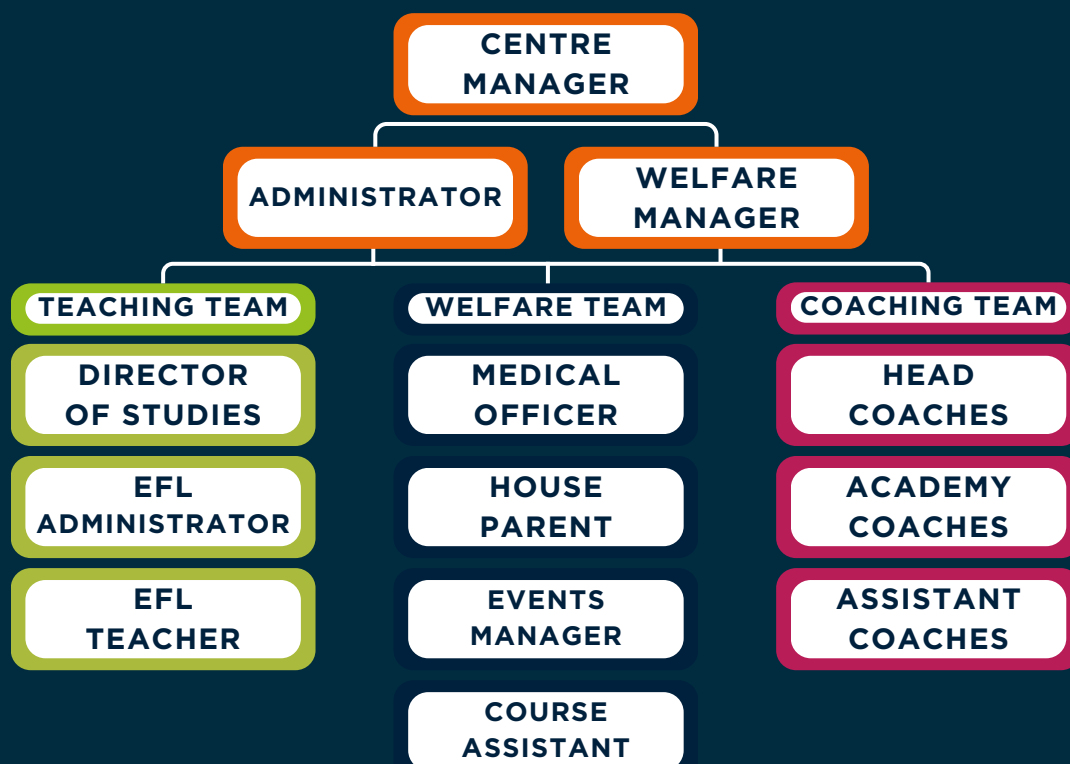
# EARN, LEARN, GROW



£615 per week  
(£549 + 12.07% holiday pay)

- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Gain insight into EFL teaching industry
- Grow in a personal and professional capacity
- Experience working with international students

## CAMP STRUCTURE

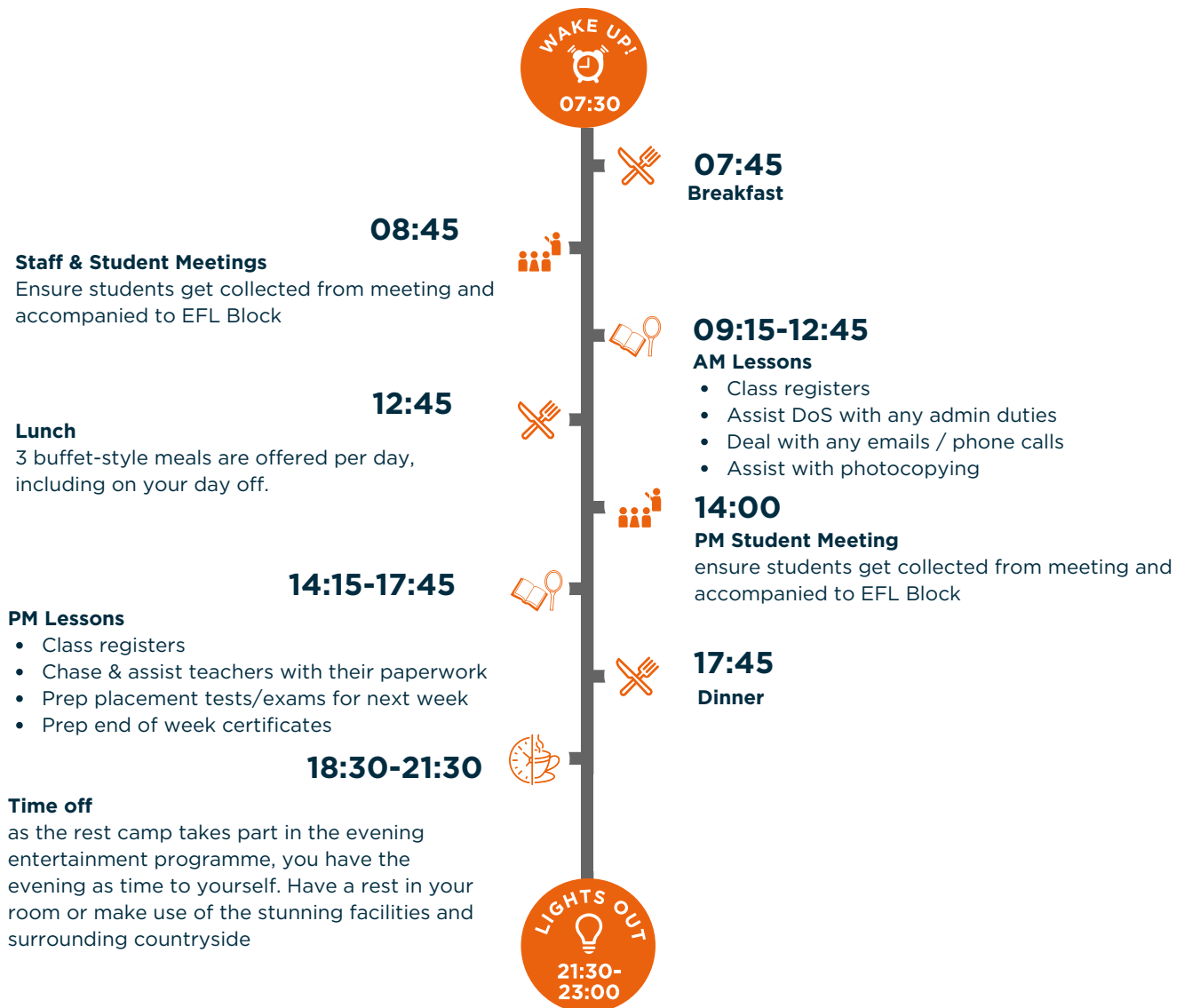


# SAMPLE WEEK

The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of an EFL Administrator may look like. Please note this is a sample only and may vary based on the requirements of the actual camp.

## MONDAY - FRIDAY



## WEEKENDS



**12:00-21:30**  
**Prep**

If required, assist at camp with student arrivals / departures  
Otherwise assist in EFL department (DoS and Band 2 Teachers are on-site)



# OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



**el-gazette**  
Centre of Excellence  
**2023-2024**

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