

# exportise

SUMMER SCHOOLS

Recruitment Guidance

# EVENTS MANAGER



**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: EVENTS MANAGER

## KEY JOB PURPOSE

To help facilitate the safe and enjoyable delivery of free-time, evening, and weekend activities, prioritising students' safety and well-being during their stay at Exsportise.

## REPORTING TO

Welfare Manager  
Centre Manager

## SALARY

From £615 per week  
(including holiday pay)

## LOCATIONS

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

## WORKING HOURS

Typically 13:45 - 21:45 per day, Mon - Fri. Weekends are longer. Additional house & meal duties are on a rota basis

## TIME OFF

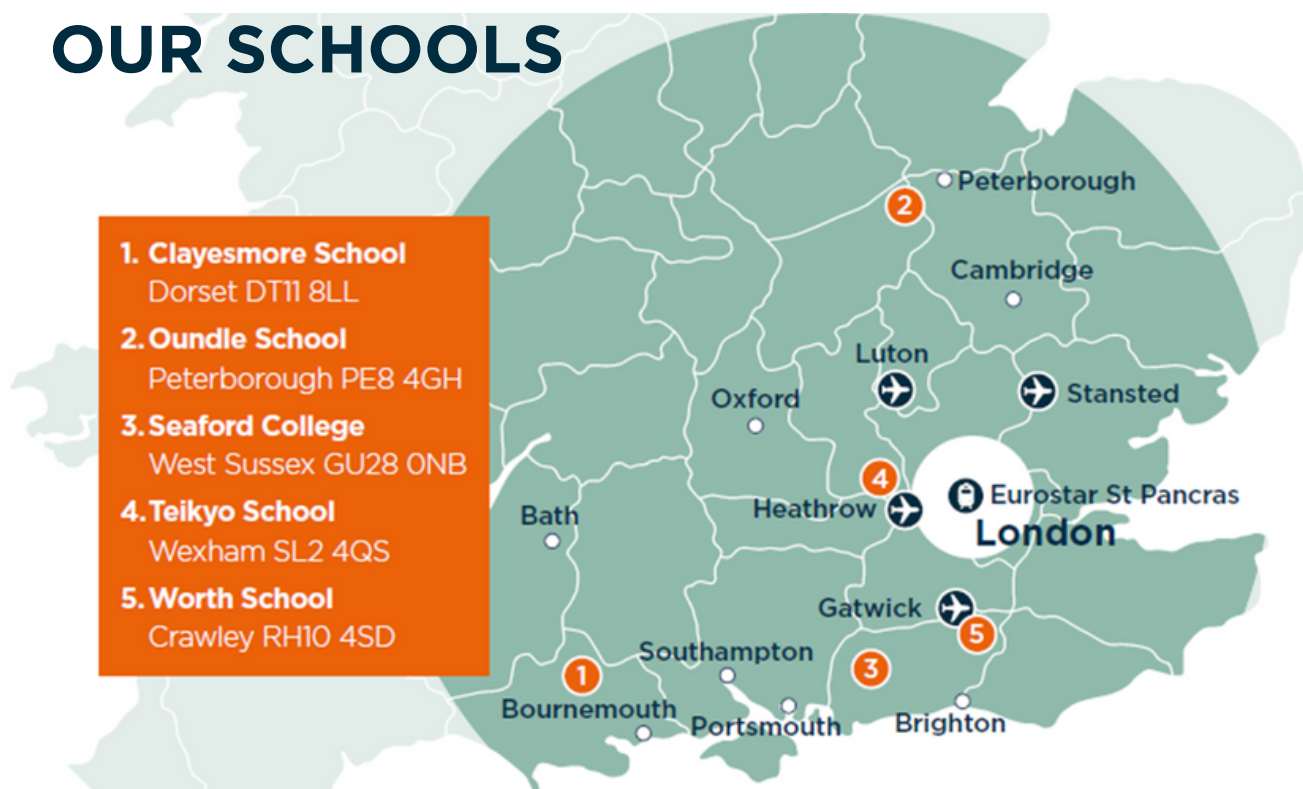
Minimum one full 24 hour period, usually during the week

## 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

Events Managers are responsible for planning, organising, and executing various evening and free-time activities. Duties may include developing event concepts and themes, creating budgets, coordinating logistics, managing timelines, ensuring compliance with health and safety regulations, managing a team of staff and overseeing event operations. Additionally, Events Managers will prioritise the students' safety, welfare, and overall enjoyment while working to deliver an outstanding experience.

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 plan and run a varied and innovative weekly evening entertainment programme appropriate to all age groups.
- To ensure activities are set up for students to join during daytime breaks and for students departing late / arriving early on weekends.
- To ensure risk assessments and budgets, if necessary, have been completed and approved by the Centre Manager
- To incorporate the Exsportise “True Me” philosophy into the programme. True Me stands for Authenticity, Resilience, and Teamwork. We want to help young people develop and grow into a more authentic, socially comfortable, self-confident version of themselves with a good understanding of who they are and how they interact with others and the world around them.
- To provide the Centre Manager with a programme schedule each week.
- To coordinate and manage all logistical aspects of the entertainment programme, including scheduling, staffing, equipment and supplies.

- To take responsibility for student and staff welfare and discipline during the evening programme.
- To supervise and train event staff, ensuring they are well-prepared and motivated. A positive and collaborative working environment within the events team is vital.
- To liaise with any external suppliers (e.g. disco) and organise transport for any off-site events.
- To organise student groups where relevant and assign staff to each.
- To run evening entertainment meetings for both staff and students.
- To organise separate evening events for younger and older students twice per week.
- To ensure all equipment is kept in good condition and that all relevant health and safety regulations are adhered to. The inventory needs to be kept up-to-date.
- To assist with airport transfers, excursions and/or student check-ins at the centre during weekends.

## Additional Duties

- To assist with pastoral care and looking after students' wellbeing and happiness throughout their stay at camp.
- To carry out mealtime supervision, wake-up and bedtime duties on a rota basis, which includes being responsible for the bed and fire registers.
- To attend daily staff 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
- To carry out any other reasonable duties



# PERSONAL SPECIFICATIONS

## REQUIRED

- Native / near-native competence in English (written and spoken)
- Highly organised and responsible character with excellent time management and multi-tasking skills
- Able to work as part of a team and independently
- Strong leadership skills and the ability to manage and motivate staff and students.
- Excellent communication skills with people of all levels
- Able to deal well with pressure and to multi-task
- Enthusiastic, friendly, proactive and able to set high standards
- Flexible and adaptable approach to working hours

## DESIRED

- Events Management degree / proven experience
- Previous experience in working with children, ideally in a residential setting

## 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 cater for.
- As part of the onboarding process, you will be asked to attend an online meeting prior to the start of our courses.

# EARN, LEARN, GROW

2+ yrs relevant experience

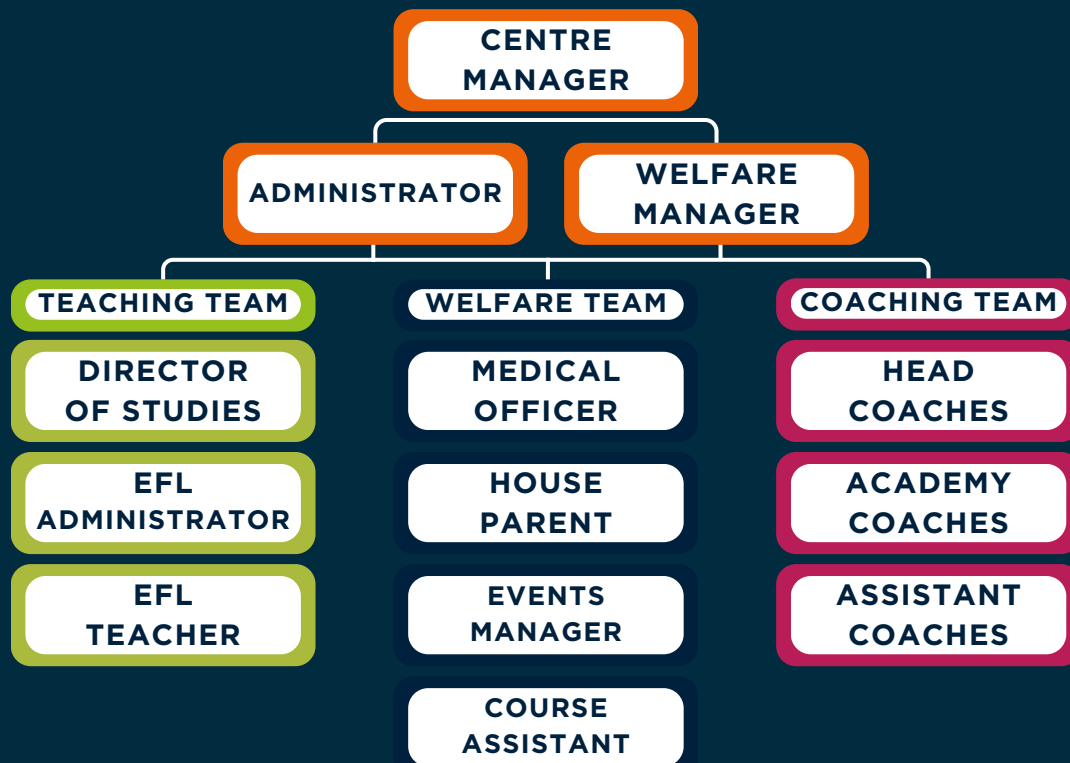
0-2 yrs relevant experience

£680 per week  
(£606 + 12.07% holiday pay)

£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 (incl. First Aid training)
- Grow in a personal and professional capacity
- Gain experience working with international students
- Excellent Professional development opportunities

## 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 an Events Manager's daily routine may look like. Please note this is a sample only and may vary based on the requirements of the actual camp.

## MONDAY - FRIDAY



## WEEKENDS Two Options



**9:00-18:00**

### Student Arrivals & Departures

Help some of our students depart at an airport/train station or welcome new students and accompany them to camp



**9:00-18:00**

### Excursions

Spend the day at Arsenal Stadium, Brighton, Cambridge, Bath or THORPE PARK. Depending on the ages of "your" students, the group size and free time (unsupervised time) varies



Ensure activities are set up at camp for students who are departing late / arriving early and would otherwise just be sitting around.



# 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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