



Where
learning
meets
adventure



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Applicant information pack

Job title: Office Administrator

Job type: **Full-Time, Temporary**

Supported by: **Welfare & Communications Manager**



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Safeguarding Commitment:

Elac prioritise the welfare of children. All employees must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

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Why Work With Us

- ✓ 33 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



Professionalism



Integrity



Relationships

Our Values



Innovation



**Social &
Environmental
Ambition**



Your Development

What you will gain from working with us:



A Strong Sense of Community: Build lasting friendships and connections



Global Exposure & Cultural Enrichment: Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



Skill Development: Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



Career Advancement: Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

We are proud to provide ample opportunities for professional development. We offer:

Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal



About Us

Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





Support & Wellbeing

Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





Role Overview

Office administrators assist the centre management teams by taking on a range of responsibilities including collating data, working with spreadsheets, liaising with staff, students, Group Leaders, and suppliers, and cover the reception desk in the Elac office. Office administrators may be asked to undertake other additional tasks dependant on the centre.

Key Responsibilities:

- **Checking staff documents:** Checking staff documents, taking copies of any missing paperwork to send to Head Office, and liaising with HR at Head Office.
- **Managing Correspondence:** Handling phone calls, emails, letters, and packages.
- **Bookings:** Booking excursions and transport as required.
- **Petty Cash:** Administer the petty cash if necessary.
- **Office Supplies Management:** Keeping track of office supplies and placing orders when necessary.
- **Assisting Colleagues:** Providing support to colleagues whenever necessary. This could include classroom checks, pastoral work or bus and dinner supervision duties.
- **Feedback:** Manage the collection and review of feedback from students, staff, and Group Leaders, and coordinate how to address any issues raised.





Additional Responsibilities

Pre Course

- To complete Elac's online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.

Administrative

- To work in the reception office, take calls, and welcome visitors..
- To support the academic team by checking class registers daily and helping with end of course certificates.
- To work with key staff to ensure staff, students, and Group Leaders are reminded to provide feedback.
- To capture centre testimonials and quotes with videos & photos from students, staff and Group Leaders.
- To carry out administrative tasks as delegated.
- To run the tuck shop facility (if applicable).
- To undertake other administration roles as and when required.
- To liaise with college staff to ensure smooth running of the course.

General

- To communicate with students to help improve their English Skills.
- To accompany, supervise and guide students on our educational excursion programme and to run activities sessions if necessary.
- To be involved in pastoral, bus and/or meal time supervision duties if necessary.
- To adhere to all Elac policies & procedures and to implement Elac's Safeguarding policy at all times.
- To undertake any reasonable duties as and when required.

This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.



Are you right for us?

Essential

Desirable

Qualifications

- Have GCSE's

- A-Levels and/or a degree
- A First Aid certificate
- Child Protection Training
- Full driving licence

Experience

- Have previous experience in office administration

- Experience working in residential language schools for Young Learners
- Experience working with single & mixed nationality groups

Skills

- Have a proficient level of fluency in English
- Have good IT skills
- Have excellent interpersonal & communication skills

- Experience using online graphic design tool Canva to create poster and publicity material

Personal Qualities

- Have an interest in working with Young Learners and in an international environment
- Be flexible, motivated, and organised
- Be willing and able to work as part of a team

- Use of initiative and leadership skills and/or desire to develop these skills



Pay & Conditions

	Pay Information
Basic Weekly Pay	£400 - £490
Hourly rate	£10 - £12.50 per hour
+12.07% Weekly Holiday Pay <u>If no holiday taken</u>	£48.28 - £59.14
Total Weekly Pay - Non Residential	£448.28 - £549.14
Total Weekly Pay - Residential (difference due to accommodation supplement deduction)	£364.65 - £465.52

- **Work Schedule:** 5 days per week, 8 hours per day (8:30 AM - 5:30 PM) with a 1-hour lunch break.
- **Additional Hours:** Employees can opt to work extra hours (up to a 48-hour week) by signing an opt-out agreement.
- **Training:** Attendance at both onsite and online staff training is mandatory. A £75.00 contribution is provided at the end of the contract for this.
- **Salary:** Includes payment for the standard office administration hours.
- **Accommodation:** For residential office administrators, £74.62 per week will be deducted from the salary for full-board accommodation.
- **Holiday Pay:** Pay for any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

PLEASE NOTE: Residential staff have board and accommodation included, though a weekly accommodation supplement of £74.62 will be deducted.

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Our Centres






Centre Details



Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
Ardingly (Ardingly College)	7 - 17 years	6th July to 18th August 2025	4th July 2025	5th July 2025
Bath Spa (Bath Spa University)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025
Bath Prior Park (Prior Park College)	11 - 17 years	6th July to 4th August 2025	4th July 2024	5th July 2025
Cirencester (Royal Agricultural University)	7 - 17 years	2nd July to 14th August 2025	30th June 2025	1st July 2025
Eastbourne (Eastbourne College)	11 - 17 years	30th June to 12th August 2025	28th June 2025	29th June 2025
Horsham (Christ's Hospital School)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025
Nottingham (Nottingham University)	11 - 17 years	30th June to 12th August 2025	28th June 2025	29th June 2025
Worcester (University of Worcester)	11 - 17 years	1st July to 13th August 2025	29th June 2025	30th June 2025

Apply online or send us your CV:

 elac.co.uk/application-form

 recruitment@elac.co.uk



Your Elac
adventure
awaits!



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