

United Kingdom Jobs Expertini®

Embassy Summer - 2024 UK - Night Supervisor

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Company: Embassy Summer

Location: United Kingdom

Category: other-general

Join our winning team of global superstars in summer 2024 Embassy Summer, under its parent company EC English, offers award winning summer vacation programmes for young people across multiple locations in the UK, USA, Canada, Malta, UAE & South Africa. Students learn either English or French whilst immersing themselves in the local culture and surroundings. Our programmes are a combination of language classes, exciting excursions and fun-filled sporting, creative and social activities. From its humble beginnings in Hastings over four decades ago, Embassy Summer has today evolved in to a globally recognised and trusted brand. Our vision is to help our students succeed in a global community. We love bringing our young learners from around the world together through a common language and building global connections.

Position Summary: The Night Supervisor is responsible for the security, supervision, welfare and discipline of students overnight within the residence and is on call in case of any emergency. **Key Responsibilities:** Promoting and safeguarding the welfare of students for who you are responsible and with whom you come into contact Maximise student and Group leader satisfaction by ensuring their experience meets or exceeds their expectations To ensure the centre operates to the highest standards of relevant Health & Safety, safeguarding, HR practices **Working week:** 38 hours per week: (inclusive of night supervision, plus duties as required to meet operational needs) 6 nights per week between 23.00 – 04.00 (Inclusive of Fri, Sat, Sun & Mon nights) **Specific duties include:** To ensure student welfare is maintained by carrying out regular inspections of the residential areas during the duty period To

establish a routine of checks to ensure students are in their rooms and lights are out To act as a representative of the management team, calling on the duty manager when appropriate To retain responsibility for holding the master keys to residential buildings during duty shifts To report any major security issues to the college security staff To provide assistance with arrivals and departures when these fall during the duty period To complete a duty log detailing times of “rounds” and recording any occurrences that take place during the night To ensure communal areas are kept tidy and to report any unnecessary untidiness or damages in these areas Promote and safeguard the welfare of students in line with legal, accreditation and company requirements To be on the Centre’s emergency phone and to be the call representative in case of emergency To help with centre laundry during the night – Activity leader t-Shirts & towels Student Accommodation: Students are normally accommodated in either Halls or Houses. Each Hall or House is in an accommodation block and is separated from the main building where lessons and activities take place. Under no circumstances should any member of staff enter a room without another member of staff present. Organisational Compliance: The job holder will be expected to operate in accordance with the company’s Code of Conduct, and any local policies and operating procedures relating to academic, welfare and safeguarding matters. Employees are required to cooperate fully with all arrangements in place related to Health and Safety which include implementation and compliance with control measures resultant from risk assessments and engagement with, and completion of, any relevant Health and Safety training. Qualifications & Training: First Degree or equivalent (Level 6 Qualifications and Credit Framework) (Desirable) Valid First Aid Certificate (Desirable) SIA licence (Desirable) Safeguarding Level 1 and 2 (Desirable) Essential criteria: Good time management skills Excellent communication skills Ability to work in a high-pressured environment Flexibility to work unsociable hours Good interpersonal skills Ability to work as part of a team & independently Desirable criteria: Working with minors Summer School experience Night patrol experience Personal Attributes: Demonstrates the ability to form and maintain appropriate relationships and personal boundaries with children and young people Demonstrates emotional resilience in working with challenging behaviours Demonstrates a positive attitude to the use of authority and maintaining discipline Remuneration: To help you better understand your potential earnings throughout the duration of your contract, we have prepared a sample weekly earnings calculation. This is based on the assumption that you do not take holiday during your employment and instead have it paid out on completion of contract. Weekly basic pay £494.00

Holiday pay £59.63 Total pay £553.63 Free Full board accommodation included Disclosure and Barring Service: If you do not have a valid Enhanced DBS and are not subscribed to the DBS update service, we will need to apply for a new Enhanced DBS for you. Please confirm this at the time of application. Equality and Diversity: Equality and diversity are at the heart of everything we do. Our learning opportunities are open to everyone, regardless of their background and circumstances, and we apply the same standards to the staff we employ. Powered by JazzHR

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