



About us

Here at MLI International Schools we run several Junior Summer Centres across the UK and Ireland. We are an experienced, British Council accredited organisation with over twenty-five years' experience in this business. We aim to give a positive, life enhancing experience to both our students and staff.

MLI currently operate 10 Summer centres throughout the UK and Ireland and we are continuing to expand year on year. We welcome over 5000 students in our centres in Edinburgh, Liverpool, Lancaster, London, Reading, Dublin, Galway and Limerick. We aim to deliver highly communicative English language tuition for young learners in which all the strands of the programme interconnect to create a dynamic overall experience.

Activity Co-Ordinator (ACO) Position

The Activities Co-ordinator has overall responsibility for the design, implementation and smooth running of the activities and excursions programme. You will be assisted by all Activity Leaders, Teachers and Group Leaders. An outlined social programme is prepared by Head Office and co-ordinated by the Activities Co-ordinator. The role is a management position and you should expect a demanding workload. This is a residential position, and duties will include supervision of students in the residences.

The Activity Co-ordinator needs to establish an atmosphere of co-operation, fun and enthusiasm between staff, students and group leaders. A sound knowledge of the local area and its attractions should be gained prior to commencement of contract. The ACO is required to work closely with the Centre Manager and the Director of Studies. Attendance at the Training Days is essential.

Main Responsibilities:

- Ensuring that a high-quality activities and excursions programme is delivered, following MLI guidelines closely.
- Responding to our clients' needs and meeting their demands wherever possible.
- Working closely with the other members of the management team to provide a meaningful and challenging learning experience for all students.
- To manage, observe and appraise the work of Activity Leaders.
- Mentoring a team of Activity Leaders to provide the best services for our clients.
- Always considering the safety and welfare of all the students.
- Reporting to Centre Manager and UK Operations Manager.
- Confirming all facilities and booking details with the centre and external supplier, such as attractions and coaches.
- Organising the groups arrivals and departures into the centre. This may include going to the airport to welcome groups.
- Assist with the welcome of groups on arrival, and the farewell on departure.
- Creating rota's and schedule of work inline with MLI guidelines.

Administration of the Activities Programme:

- To have read and understood the ACO and AL handbooks and be fully conversant with MLI policies for the welfare and safeguarding of children.



- Play a large part in the Staff Induction day, usually one or two days prior to students' arrival. The ACO will provide training to Activity Leaders and Teachers in planning, organising and running on-site and off-site activities and excursions.
- Deliver a high-quality activity and excursion programme. Consult with Group Leaders and other members of the activity team to improve the programme wherever possible, within guidelines set by Head Office.
- Proactively ensure activity leaders and group leaders have read and understood risk assessments available onsite, prior to activities starting.
- Ensure that supervision ratios are adhered to at all times.
- Ensure activities comply with British Council and English UK guidelines (documents available on site) and are suitable for the age groups of the students.
- Manage, motivate and brief the activity team and oversee their designated task.
- Refer any issues regarding staff to the management teams (in line with whistle blowing policy)
- Ensure a high level of student and staff participation in activities through motivation, organisation and supervision.
- Control expenditure of the activities programme and report weekly to the Centre Manager.
- Ensure that MLI and its customers receive value for money from the activities programme, and that correct use is being made of the facilities and coaches.
- Establish and maintain open communication between the centre, clients, and Head Office.
- Represent MLI positively in all conversations with client, staff, and the host centre.

Welfare & Safeguarding

- All members of the residential team have student welfare duties on a rota basis to assist in the programme of student supervision. This involves leading and supporting members of staff and ensuring that welfare duties are carried out in line with company policy.
- Supervision will include mealtimes, free-time both on and off campus and night time duties on a rota basis.
- At all times whilst on duty, staff are responsible for the care, welfare and safety of students whilst ensuring they follow the rules.
- Complete safeguarding Level 1 basic awareness training online
- Liaise with the Centre Manger to confirm the rota for supervision and pastoral care.
- Undertake the role of Welfare Officer (Designated safeguarding person (DSP)). This requires the completion of a Safeguarding Basic Awareness Level 1 Training online. As WO you will be jointly responsible for handling any Safeguarding concerns and considering student Welfare at all times. You will have training in how to deal with this.

Other Duties

- Write a final report to be submitted to HO no later than five days after the closing of the centre.
- Ensure that all MLI Health & Safety policies are implemented and monitored.
- Support the Centre Manager in the overall management of the centre.
- You may be nominated by Head Office to deputise for the Centre Manager in their absence.

- Additional duties as required.

PERSONAL SPECIFICATION

Legal requirements: Eligible to work in the UK & Aged 18 years and over.	
Essential:	Desirable:
Ability to motivate, inspire and enjoys working with others	Previous experience of running an activity/leisure programme
Relevant Management and leadership experience	Competent sports person with excellent knowledge of rules and organisation of sports/games
Excellent communication skills and excellent level of fluency in English	Proven competence in administration and computer literate
Enthusiasm and to be a team player	Occupational First Aid Qualification
Excellent organisation skills, including multitasking and dealing with often changes	Previous EFL summer school experience, working with children or activity leading
Ability to work in a high-pressure environment	Experience and interest in related subjects e.g. sports, drama, arts and crafts etc.
Responsible with the welfare of others	Lifeguard/Coaching Qualification
Flexible and able to adapt	Experience visiting and guiding in large cities
Current and Fully Qualified Occupational First Aid Certificate	Has experience working in a Summer Centre or residential centre
Hardworking and can lead by example.	Has experience of British Council inspections.
Ability to incorporate British Culture into activities and to create cross-curricular links	Previous management experience

MLI International Schools is fully committed to the safety of the children who take part in our programmes. All contracted staff are asked to complete DBS or PVG check and all applicants are required to provide two references. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. You will need to explain any gaps in your CV. Evidence of eligibility to work in the UK must be provided at interview stage. Apart from in exceptional circumstances, the employee will be responsible for the cost of a DBS/PVG check.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Serviced check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.