

Post: ilh Summer School Coordinator

Job Description

Reports to: Principal

Key Roles

- To set up, coordinate and manage CESC's summer school operations
- To work with the Management Team to recruit ilh Staff

Specific Responsibilities/ ilh Coordinator

- Working with the Management Team to enable the recruitment of all staff for summer centres in concert with the Managing Director and in line with CESC and ilh Safe Recruitment Policies and Procedures
- Involvement in development of policies and procedures and production of all supporting documentation for ilh
- Setting up of activities programme and making necessary bookings
- Liaison with host institutions to ensure timely delivery of all contracted services
- Liaison with CESC staff and external suppliers to ensure timely delivery of all resources
- Direct support and management of Centre Managers
- Monitoring of expenditure
- Liaison with agents and clients as required
- Record-keeping and data collection as required
- Reporting as required

- Post-course evaluation and planning for following year as required

General Accountabilities and Responsibilities

Ensure compliance with and actively promote Health and Safety at work legislation, H&S policies and company procedures, Equal Opportunities and Child Protection and Safeguarding policies.

Comply with the Data Protection Act 1998 (all employees of Study in Colchester Ltd will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required within the level of the post and the competence of the post holder.