

ADCOTE SCHOOL JOB DESCRIPTION

POST: BOARDING HOUSE ACTIVITIES CO-ORDINATOR

START DATE: 1st Sept 2025

RESPONSIBLE TO: Head of Boarding / SLT

STATUS: Part Time / Term Time plus 3 half terms (37 Weeks)

HOURS OF WORK: 7 hrs per week 9am- 4pm Saturdays

RATE OF PAY: £13.68 per hour inclusive of Holiday pay

We are looking for a new member for our Boarding team who has a proactive mind-set, who can use initiative to refresh and improve our weekend activities, and someone who can bring creativity and enthusiasm to everything they do.

If you're ready to bring fun, energy and creativity into a unique and rewarding role, we would love to hear from you

What you'll need:

- Be well organised and responsible
- Calm and controlled nature
- Excellent communication skills
- Experience of working with children and off site trips (desirable)
- A current first aid qualification (preferred)
- To be able to work effectively in a team
- The role will involve the planning of onsite and offsite weekend trips for all students. Planned for each term in advance.
- Supervise students during all trips.
- Being particularly vigilant of student safety and safeguarding during excursions.
- Encourage student participation to join the trips.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post. It is not intended to be exhaustive; other tasks may be allocated as necessary from time to time.

The School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the police.

Please visit www.adcoteschool.co.uk for an application pack.

Closing date: 11th August 2025

The School reserves the right to appoint at any stage of the recruitment process.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.