



# ST EDMUND'S COLLEGE & PREP SCHOOL

## JOB DESCRIPTION

<b>Role title:</b>	<b>Summer School Director</b>
<b>Reporting to:</b>	<b>Headmaster</b>
<b>Hours:</b>	1. Permanent
<b>Summary of the role:</b>	To execute and develop the College's Summer School. Lead and manage all operational aspects of the business and deliver targeted financial outcomes.
<b>Main duties and responsibilities:</b>	<p><b>Operations:</b></p> <ul style="list-style-type: none"> <li>• Lead and manage all operational aspects of the Summer School business. <ul style="list-style-type: none"> <li>○ Lead and manage all aspects of the daily activities for the duration of the Summer School.</li> </ul> </li> <li>• Act as the Designated Safeguarding Lead at the College for the Summer School, ensuring all necessary compliance checks for Summer School staff are undertaken.</li> <li>• Take overall responsibility for the Health &amp; Safety of staff and children during the Summer School's operation. <ul style="list-style-type: none"> <li>○ Liaise with the College's Health and Safety Manager to consider relevant policies and procedures.</li> <li>○ Ensure all appropriate risk assessments required for the Summer School Operations are in place and up to date.</li> <li>○ Ensure that all legal, statutory and health &amp; safety requirements connected with Summer School activity are met in order to maintain a fully compliant and reputable business model.</li> <li>○ In liaison with the Headmaster and Bursar be the key person to deal with any critical emergency that may have serious reputational implications for the College.</li> </ul> </li> <li>• Annually review the Summer School's recruitment needs and develop appropriate recruitment strategies to meet them. <ul style="list-style-type: none"> <li>○ Write and review all Job Descriptions, Person Specifications and place Job Advertisements in the appropriate media to attract suitably qualified and talented staff.</li> <li>○ Personally appoint and line manage the Academic and Residential pastoral managers who have the appropriate skills and relevant experience to oversee delivery of the course to the high standard expected of a leading Summer School Brand.</li> <li>○ Appointment of suitably qualified teaching and residential pastoral staff to deliver the course to the expected standards</li> </ul> </li> <li>• Ensure all UK accreditation requirements are met or exceeded to confirm St Edmund's Summer School as a leading brand.</li> <li>• <b>Quality Assurance:</b> <ul style="list-style-type: none"> <li>○ Ensure that high standards of provision are met annually, including coordinating the annual collection (and independent analysis of ) objective quality assurance data</li> <li>○ Prepare reports and presentations for the Headmaster, Bursar and Board of Governors on actual performance and recommendations for product development.</li> </ul> </li> </ul>

	<p><b>Business and Marketing:</b></p> <ul style="list-style-type: none"> <li>• Create a medium term business plan in order to ensure the sustainability, growth and development of the College’s Summer School brand and business.</li> <li>• Identify and explore potential for expansion and new business opportunities for the Summer School.</li> <li>• To deliver a focussed and appropriate marketing strategy</li> <li>• Represent the Summer School and College on targeted marketing trips, international exhibitions and Alumni events</li> <li>• Design and enact the Summer School’s promotional strategy, including update of the website, commissioning promotional materials and online advertising campaigns</li> <li>• Cultivate and nurture overseas agents. Develop new international commercial partnerships in order to increase the presence and visibility of the Summer School and St Edmund’s College.</li> </ul> <p><b>Financial Outcomes</b></p> <ul style="list-style-type: none"> <li>• Meet Summer School financial targets. Take full accountability for the achievement of the Summer School’s financial outcomes.</li> <li>• To review and recommend annual course fees.</li> <li>• Prepare annual budget (linked to medium term strategic plan) and monitor performance against that budget. <ul style="list-style-type: none"> <li>○ Establish internal spending budgets and take responsibility for monitoring expenditure in order to minimize variances from the budget and achieve the targeted financial outcome</li> <li>○ Take appropriate action to ensure variances are addressed without damaging the delivery of the Summer School programme.</li> </ul> </li> <li>• Prepare detailed financial reports for Bursar and Deputy Bursar and attend regular meetings with them to review all aspects of the Summer School income and expenditure</li> </ul> <p><b>Stakeholder Liaison:</b></p> <ul style="list-style-type: none"> <li>• Work collaboratively with other internal departments of the College (Accounts, HR etc.) to achieve smooth running of the Summer School</li> <li>• Liaise with the College’s IT department to oversee and enhance the online Summer School Registration System and investigate and implement appropriate new technologies in order to improve the efficiency, effectiveness of IT systems connected with the Summer School’s business, operational and organisational activities</li> <li>• Work effectively and harmoniously with third party subcontractors such as caterers, software developers and transport companies</li> </ul> <p><b>Note:</b> The post holder will be required to work outside of normal working hours on occasion with due notice.</p>
<p><b>Line management duties and responsibilities</b></p>	<ul style="list-style-type: none"> <li>• Undertake other duties of an appropriate level and nature as and when requested by the Headmaster</li> </ul>

*The College is committed to safeguarding the welfare of children, therefore, all candidates will be required to undergo an Enhanced DBS check.*

*We may take up references, before short-listing has taken place, which will include questions about past disciplinary actions or allegations in relation to behaviour with children and may approach previous employers for information to verify particular experience or qualifications*