

**The English Experience**

School of English

## **ACTIVITIES ADMINISTRATOR**

### **Full-Time, Fixed-Term Contract**

**Dates of contract:** 17<sup>th</sup> March – 26<sup>th</sup> September 2014

**Reporting to:** Welfare Officer, Sylvia Davies

**Hours of work:** 08 30-17 00 with one compulsory evening activity per week (additional payment for this)

Pro rata holiday entitlement of 21 days per annum (excluding bank holidays)

You may be required to work additional hours in the peak season

**Salary:** £16,000.00 per annum

### **Job description available on request**

- you will need to have excellent organizational and communication skills
- you will be expected to assist with the recruitment and training of Activity Leaders
- you will be required to brief Activity Leaders on a daily basis and monitor their performance
- good computer skills and telephone manner required
- some cash handling will be required

*To apply, please email a CV and cover letter to the Welfare Officer, Sylvia Davies, at [info@englishexp.co.uk](mailto:info@englishexp.co.uk)*

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