

The English Experience

School of English

ACTIVITY CO-ORDINATOR

Full-Time, Fixed-Term Contract

Dates of contract: 10th February – 26th 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

Closing Date for Applications: Thursday 16th January

Interviews to take place on Monday 20th January

The English Experience (UK) Ltd
8-10 Upper King Street
Norwich
NR3 1HA
Telephone +44(0)1603 622300