



MARLBOROUGH COLLEGE SUMMER SCHOOL

Marlborough College, Marlborough, Wilts SN8 1PA
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Job Description

The aim of this job description is to provide you with information to define the function of your position within the organisation and to inform the job holder of their duties.

This document is not an exhaustive or definitive list of duties to be carried out by the jobholder and is only a guideline. It may be updated as required and staff may be asked to undertake any reasonable task or duty necessary to assist with the event.

Job Title: SUPPORT STAFF

Department: Summer School

Responsible to: Operations Manager

Contracted to: 8 July – 13 August 2019

Days of Work (2019):

Set Up	8 July – 12 July (13 July, if required)
Week 1	14 July – 20 July
Week 2	21 July – 27 July
Week 3	28 July – 3 August
Week 4	4 August – 10 August
Breakdown	11 August – 14 August

Hours of Work: Flexible, but based on 8 hours per day.

During the Summer School period staff should not be required at the following times as long as all necessary duties have been sufficiently completed:

- 12.00pm on Saturday 20 July to 1.00pm on Sunday 21 July
- 12.00pm on Saturday 27 July to 1.00pm on Sunday 28 July
- 12.00pm on Saturday 3 August to 1.00pm on Sunday 4 August

Salary: From £300 per week including all meals and accommodation, where required, during the four weeks of the event itself.

Overall Duties

To provide comprehensive support to the Operations Manager, Director of Enterprises and his team where required.

General Support Staff duties involve; preparing for courses, events, entertainment plus car parking and supporting other areas of the Summer School, as required. Specific areas, which may need help, are interval bars and entertainment, young people's evening events and accommodation.

The Role

This position has been created to reflect the importance that is attached to providing support across the campus during Summer School. Working closely with the Summer School office and Operations Manager to ensure set up, the smooth running during the event and the campus clear down.

Typical tasks

This is not a finite list of duties and so flexibility will be required. This provides an outline of the types of tasks that will be undertaken.

- Assist with the preparation and smooth running of all Summer School courses including School of English and Culture courses.
- Assist the Operations Manager, Art Technicians and MCSS office team where necessary.
- Be available to assist with the set up process in the week leading up to the event and prepare the College campus for the event.
- Monday to Friday of set up week – distribution of beds, mattresses, furniture, gazebos, course materials and assisting with classroom/course set up.
- Each Sunday: assist with guest arrivals in the Parade Ground and distribution of luggage around the boarding houses. Additional set up duties required on the first Sunday include setting out water coolers around the campus, signage and delivery of welcome drinks to houses and set up of Court registration.
- Each Monday: car parking and Court Registration assistance and set up/clear up for morning and afternoon sessions. Assist MCSS office team with course totem poles.
- Tuesday to Thursday: Two members of team to be available from 0800 to 1800 to provide ad hoc support. Other duties include general campus support and ensuring all water fountains are topped up with water bottles and cups.
- Each Friday: set up gazebos ready for Court Exhibition including hoarding and trestle tables. Liaise with MCSS office for Court Plan and the day's schedule. Collect course material to be displayed in Court as set out in the Court Plan.
- Each Saturday: deconstruct Court Exhibition and gazebos; assist with luggage from boarding houses to Parade Ground for coaches and leavers.
- Clear Court and set up ready for following day's arrivals/registration. Liaise with Accommodation Manager for any bed/mattress changes for new arrivals.

- Be available to assist with the clear up process immediately following the conclusion of the event and return the College campus to term time operations.

Clear up and hand back

- At the conclusion of Summer School, it is our aim to return the campus ready for the start of the new academic year as quickly and efficiently as possible.
- Duties include returning all MCSS materials, furniture, beds, etc to the relevant containers and keeping a detailed inventory for each container, which must then be handed to the MCSS office.
- Senior Support are asked to provide a brief general report on their time at Summer School and if they feel any improvements can be made for the following year.
- The final duty of the Senior Support and team is to ensure that the campus is left tidy and ready for the College pupils return in September.

Support Staff are entitled to all meals in Norwood Hall in the weeks that they are working during the event itself (not set up or clear down). Please collect smart cards, keys and radios from the Summer School office on Monday of the set up week.

Person Specification

Attributes	Essential	Desirable
Qualifications	A good standard of education.	Relevant qualifications and/or experience in a similar role. First Aid Training. Health and Safety Training. Fire Safety Training.
Experience and Skills	Team player Reliable and punctual Flexibility Good interpersonal skills	Experience in a similar role. Ability to understand and act on instruction. Knowledge of another language.
Personal Qualities	Positive attitude Hands on approach Capable of making decisions Friendly and approachable Observant Shows initiative and efficiency Able to meet the demands of a position Outgoing/Self motivated	