



FELSTED SCHOOL JOB DESCRIPTION

Operations Coordinator

The Role

Accountable to: Operations Manager

Campus: Senior & Junior

Residential

The role is to organise, execute and manage all excursions for the Felsted International Summer School. Assist in planning and coordinating all airport transfers whilst supporting the Summer School ethos.

Role Responsibilities

- Organise and plan all excursions in concise detail, including registers, staffing, transfers, catering, tickets, itinerary and emergency contact information for students
- Work with the Summer School Administrator to ensure that all excursions are booked and to update on any changes made to the programme
- Ensure detailed information about excursions is accessible to all staff beforehand, discussed in team meetings, and questions are answered.
- Attend all excursions and lead groups if needed
- Ensure staff-to-student ratios are correct and in line with recommended levels
- Assess all excursions in collaboration with SHEF and ensure that all staff members are aware of and have read the associated risk assessment. Update, change and report any necessary amendments to these documents
- Break down detailed information into simple terms and present that information visually to students in assemblies
- Collate student and staff feedback on excursions, and make amendments to planning as necessary
- Liaise with the Operations Manager and the Summer School Administrator to communicate catering needs weekly, including bespoke catering needs
- Organise transport for each excursion
- Contribute to the Summer School Newsletter and submit contributions by set deadlines
- Be aware of Child Protection issues and act accordingly as necessary, ensuring commitments to welfare are adhered to
- Take all necessary steps to minimise any risk and report any concerns/feedback to the line manager
- Take part in staff meetings and staff induction as required
- Assist with pastoral duties and during meal times as needed
- Help prepare and conclude the course, setting up as required
- Carry out other ad-hoc duties as requested

Skills, Knowledge and Experience

Essential:

- Excellent organisational skills
- Excellent communication skills
- Good leadership skills
- Ability to relate to staff at all levels within the School, build effective working relationships and exercise tact and diplomacy
- Ability to work both on own initiative and as part of a team
- Be flexible and adaptable to situations as and when they arise
- Willingness to work evenings and weekends as required

Desirable:

- Previous experience working within a similar or administrative role
- Previous experience leading a team
- Previous experience working with young people
- Safeguarding training
- First aid training

Schedule of work

- Arrival Date on Campus: 7 July 2026, between 9:00 am and 5:00 pm
- Induction: 8 July - 11 July 2026; Location: Felsted School
- Junior and Senior Summer School dates: 12 July - 9 August 2026
- 4-week positions

Terms of Employment

- Salary: £535 per week
- A minimum of £50 per day for induction 8 to 11 July
- Use of sports facilities, including an on-site gym
- One full day off per week

Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. Please note, it is an offence to apply for this position if barred from engaging in a regulated activity relevant to children. All employees are subject to pre-employment checks, including a Disclosure and Barring Service check.

Signed: _____ Date: _____

Name: _____