



SEDBERGH  
SCHOOL

FOUNDED 1525

## ACTIVITY MANAGER - ISS JOB DESCRIPTION

**Job Title:** ACTIVITY MANAGER

**Responsible to:** Course Director

**Main Purpose:**

- To lead and manage the Activities team to ensure an enjoyable, safe and varied co-curricular programme for all students attending the Summer School.
- To understand and oversee the delivery of the afternoon and evening activities and Sunday excursions, liaising with pre-booked external activities and transport providers to ensure the smooth running of the programme.
- To ensure that activities and excursions are properly staffed, with risk assessments always read and adhered to, ensuring the safety and physical and emotional wellbeing of the staff and students involved.

**Course Dates:** The course in 2026 will run for 6 weeks, and we will be offering contracts of varying lengths, depending on the candidates' availability and experience and our student numbers. All candidates **must** attend on-site induction prior to the start date (outlined below). If candidates have holidays, weddings, graduations etc booked, they **must** mention this at the interview stage. Time off for such events cannot be guaranteed otherwise.

The course is run on the Senior School campus (Sedbergh), with three London trips running throughout the course. See breakdown of dates below.

- 27<sup>th</sup> – 30<sup>th</sup> June 2026: London trip
- 30<sup>th</sup> June – 8<sup>th</sup> August: Senior School campus at Sedbergh (**induction begins on 27<sup>th</sup> June or 2<sup>nd</sup> July, depending on contract start date**)
- 18<sup>th</sup> – 21<sup>st</sup> July: London trip
- 25<sup>th</sup> – 28<sup>th</sup> July: London trip

The Activity Manager is expected to arrive one week in advance of the summer school start and to reside in provided accommodation throughout the course. They will have one day off each week, to be agreed with the Course Director. Unfortunately, the school cannot cover the cost of travelling to and from the school.

**Roles and Responsibilities:**

- Ensuring the delivery of an inspiring range of sports, activities and social events throughout the Summer School.
- Competently leading and managing the team of Activity Leaders.
- Working alongside the Operations Director and any external Activity providers, ensuring that all Risk Assessments are in place and have been read and adhered to by all participating staff.

- Working alongside the Director of Studies to ensure the afternoon English academic programme supports the range of activities taking place.
- Ensuring all activity equipment is in good condition and that requests for procurement of additional materials are input at least 1 month before the start of the course.
- Ensuring that every sport, activity, excursion and social event is executed to a high standard with particular emphasis on pupil safety and wellbeing.
- Carrying out Activity Leader reviews and appraisals, participating in staff disciplinary procedures where required.
- Fostering a sense of belonging to the school and ensuring a positive experience for all students and staff.
- Encourage full participation from all pupils and staff with their activity/excursion.
- Working alongside the Social Media Coordinator, ensure effective social media coverage is uploaded daily, according to the Course Director's specifications. Photographs should be provided of all activities, including group photos daily, for use in preferred social media channels and for future marketing purposes (adhering to specific personal requests for privacy).
- Liaising closely with the pastoral team to recognise and resolve any issues that might negatively impact the wellbeing of the students.
- Assisting with supervising students at mealtimes.
- Review the provided activity & excursions groupings and communicate any necessary adjustments to the relevant staff members/teams.
- Provide kit lists to the Pastoral Team for the week's activities, to enable them to ensure the students are ready the night before.
- Ensure the Activities Team collects necessary equipment (e.g. First Aid Kits, high-vis vests) prior to departure for off-site activities and excursions.
- Provide the Activities Team with registers for each activity/excursion and ensure these are completed. Check that students have reached the correct group in a timely manner, to ensure they get the most out of each activity.
- Any other tasks as required by the Course Director to ensure the smooth running of the International Summer School.

#### **Pre-Course Duties:**

- Liaising with the Course Director and other staff as required and providing recommendations for the timetable in advance of the course commencing.
- Reading Keeping Children Safe in Education (KCSIE) and other policy documents provided.
- Contributing to the staff induction and helping set up the campus as required.
- Familiarising oneself with the Staff Handbook and SISS publicity materials (brochure, website etc).
- Completing relevant Educare training modules as instructed prior to arrival.
- Familiarising oneself with all relevant fire, health and safety policy documents and risk assessments associated with the role as indicated by the Course Director.
- Dedicating some time prior to the course to become familiar with the activities and excursions schedule, to ensure they are ready to lead their Activity team (compensation to be discussed).
- Arrive on-site one week prior to the course start date (at the weekly rate of pay, as outlined on the Job Advert).

#### **Health and Safety:**

All staff should be aware of the school's health and safety policy and implement it as appropriate. All staff are required to familiarise themselves with the relevant Risk Assessments ensuring that H&S policies are adhered to at all times to ensure our pupils' safety and wellbeing.

#### **Safeguarding:**

All staff employed by Sedbergh School are expected to take responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible or with whom they come into contact.

**These roles and responsibilities provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the level of this post.**

***Sedbergh School is committed to safeguarding & protecting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

***Registered Charity No 1080672***