



Mill Hill

Instilling values, inspiring minds

Grimsdell | Belmont | Mill Hill School | Mill Hill International | Cobham Hall

Short Courses

Short Courses Manager
Candidate Information Pack

INTRODUCTION

The role: To manage and develop Mill Hill Short Courses

Working hours: The post requires five working days' commitment per week year-round, with a commitment of six days per week throughout the Spring and Summer School programmes themselves. The programmes take place over a three-week period in Spring and an eight-week period in Summer. Courses last for 1 to 8 weeks and offer academic and activity programmes for 12–17-year-old international boys and girls.

Closing date for applications: 9.00am on Friday 2 June 2023

The School reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

Key facts about the role:

Salary

£40,000 PER ANNUM

Hours

6 DAYS A WEEK WHEN THE PROGRAMMES ARE RUNNING. 5 DAYS A WEEK AT ALL OTHER TIMES IN THE YEAR.

Reporting Manager

DIRECTOR OF INTERNATIONAL RECRUITMENT

Pension

CONTRIBUTORY STAKEHOLDER PENSION SCHEME

Holidays

25 DAYS ANNUAL LEAVE

Contract type

PERMANENT, FULL-TIME

Other useful information

ACCOMMODATION IS PROVIDED WHEN THE COURSES ARE RUNNING

THE SCHOOL

Mill Hill Short Courses

Located in beautiful parkland, just 30 minutes from Central London, Mill Hill's Short Courses provide the perfect setting for learning and enjoyment. Our courses are aimed at both students who will be joining British Boarding Schools and at those who wish to sample a British education.

We offer courses to students aged 12-17, combining English learning with Mathematics and Science or Sport. These core elements are complemented by a varied programme of creative activity classes including Music, Dance, Drama and Art.

Although the focus of our courses is on academic progress, the varied social programme and exciting range of sports, activities and excursions ensures that students find their time at Mill Hill both stimulating and rewarding.

Set within the campus of internationally renowned Mill Hill School, we are able to offer first rate facilities, including indoor heated swimming pool, newly refurbished classrooms, comfortable and homely boarding houses and extensive sports facilities.

The safety and wellbeing of our students is of paramount importance and our suitable trained staff ensure the welfare of students from the moment we meet them at the airport to the final farewell on departure.



JOB DESCRIPTION

Main duties:

- To process all short course student bookings and to answer all correspondence regarding the short course programmes
- To manage all short course transport and venue bookings and to order all short course materials
- To assist the Director of International Pupil Recruitment and the HR department in recruiting Short Course staff
- To liaise with other Mill Hill School departments to ensure availability of accommodation, catering and housekeeping provision for the short course programmes
- To provide the Director of International Pupil Recruitment with regular updates on numbers and financial performance
- To be responsible for the day to day running of the short course programmes
- To ensure that all short course staff members are fully inducted and well briefed
- To be responsible for efficiency, punctuality, and monitoring of short course staff
- To oversee end of course student and staff feedback and oversee end of course reports
- To manage an operational budget
- To monitor the quality of provision and ensure consistently high standards in all that the Short Courses offer
- To promote the value of progressing from Short Course programmes to Mill Hill, Mill Hill International or to Cobham Hall
- To assist the International Recruitment Team in marketing the short courses programmes
- To liaise with parents and agents where required to arrange visits and meetings
- To undertake other duties commensurate with the responsibility as Short Courses Manager



PERSON SPECIFICATION

Experience and Knowledge

- Educated to degree level.
- Excellent communication skills in spoken and written English
- Previous Spring and/or Summer School management experience
- Effective management skills
- Excellent administrative skills
- Excellent IT skills – knowledge and experience of the Microsoft packages
- Experience of managing budgets

Abilities, Skills and Attributes - Desirable:

- CELTA/DELTA or PGCE qualified
- Safeguarding Training
- Current First Aid Certificate



HOW TO APPLY

1

If you would like to apply for this role, please complete an application using the Apply button below.

APPLY

2

Our Guidance Notes for Applicants can also be found on the portal. Please complete the application by **09:00 on Friday 2 June 2023**.

Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications the School receives, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

The Foundation reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

The Mill Hill Foundation is committed to safeguarding the welfare of children. As part of our Recruitment Checks, the appointed candidate will be subject to a Social Media and Enhanced DBS Check.

The schools apply for an Enhanced Disclosure from the Disclosure and Barring Service (DBS) for all positions at the schools which amount to regulated activity. The role you are applying for meets the legal definition of regulated activity with children.

If you are successful in your application you will be required to complete a DBS Disclosure Application Form. Employment with the schools is conditional upon the schools being satisfied with the result of the Enhanced DBS Disclosure. Any criminal records information that is disclosed to the schools will be handled in accordance with any guidance and/or code of practice published by the DBS. It is an offence for person barred from working with children to apply for this post.

The Mill Hill Foundation is committed to Equal Opportunities and welcomes applications from all sections of the community.



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millhill.org.uk/shortcourses

Mill Hill Short Courses

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