



Short Courses

Spring and Summer School
Instilling values, inspiring minds

CANDIDATE INFORMATION PACK

SHORT COURSES MANAGER



Mill Hill Short Courses. A part of the Mill Hill Education Group.



INTRODUCTION

The role: To manage and develop Mill Hill Short Courses

The programmes take place over a two-week period in Spring and an eight-week period in Summer.

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.

Courses last for one to eight weeks and offer academic and activity programmes for 12–17-year-old international boys and girls.

Closing date for applications: 9:00am on Tuesday 22 April 2025

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

COMPETITIVE

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



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 as well as year-round programmes for international pupils
- 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





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.

A part of the Mill Hill Education Group

A charitable collection of independent schools. Its aims of instilling values and inspiring minds has been a key focus since the founding of Mill Hill School. All schools share an educational philosophy around developing thoughtful and responsible pupils with a global outlook. School life combines academic rigour with a breadth of opportunities to develop young people able to flourish in an ever-changing world.



HOW TO APPLY

KEY DATES

APPLICATION DEADLINE: 9:00AM ON TUESDAY 22 April 2025

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 Mill Hill Education Group reserves the right to interview candidates ahead of the closing date and applications will be considered as they are received.

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

Successful applicants will also be expected to keep up to date with annual safeguarding training, DfE guidance and School specific safeguarding information.

If this new opportunity sparks your enthusiasm and you wish to be part of our wonderful team, seize the moment and click the button to complete your Application Form.

APPLY



Short Courses

INSTILLING
VALUES
INSPIRING
MINDS

Mill Hill Short Courses

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