



## **JOB SPECIFICATION: Working as a General Assistant on ATE Superweeks**

**Qualifications:** Enthusiasm and willingness to work collaboratively in a team supporting the Matron and Caterer.

**Line Manager:** The Director, but you will work closely with the Matron and Caterer.

**Pay:** Depends on age - please contact the office for details.

**Hours:** We assume that, on average, you will work 48 hours per Superweek [6 hours a day for a period of 8 days].

Your pay will be transferred directly into your bank account from the ATE Office on Saturdays. Thus, if your Superweek runs from Wednesday to Wednesday you will receive the first payment during the Superweek for Wednesday to Saturday. The second payment will be made on the following Saturday for the period Sunday to Wednesday.

### **What we do**

Active Training and Education (ATE) is a charitable organisation that delivers residential camps for children across the UK and beyond. Our summer camps (called Superweeks) are delivered by highly trained, skilled and creative teams of volunteers. The charity also delivers events and training to schools, educators, and other childhood and educational organisations. All our activities are administered through a central office team that work remotely. The central office is the hub for communications with our customers and staff. For further information about ATE please read our website at [www.superweeks.co.uk](http://www.superweeks.co.uk).

### **Job Purpose**

There is a pastoral team of staff working directly with the children and running their programme of activities, and a domestic team made up of Caterer, Matron and a team of General Assistants.

There are normally three or four General Assistants on a Superweek who work together as a team to support the Matron and Caterer.

### **Roles and Responsibilities**

- Help the Matron maintain the general cleanliness and hygiene of the centre.
- Help the Caterer with the preparation and serving of food.

### **Kitchen duties include:**

- Helping in the kitchen to prepare meals
- Laying tables
- Serving food
- Clearing away after meals
- Washing up after meals
- Keeping the dining room clean

**Cleaning duties include:**

- Helping to get the centre ready for the children's arrival
- Cleaning dormitories, bathrooms, and other communal rooms in use at the centre
- Clearing up and tidying away after the children have left

**About your time with us****Arrival**

The Director of your Superweek should contact you by phone or email to make arrangements for your arrival before the Superweek starts. It is important for you to arrive at the centre 24 hours before the Superweek starts to enable you to get your bearings, to get to know your work space, help make any preparations necessary for the start of the Superweek and to get to know the other staff before the children arrive.

**Bed & Board**

Full bed and board is included. We expect you to be resident for the whole period of the Superweek, and will provide a bedroom plus adequate facilities for washing and storing clothes etc.

**Out of work hours**

You are welcome to get involved in the life of the Superweek outside of your working hours, and to get to know the children and Monitor team, take part in activities etc. Many find the experience of living in a happy holiday community among an enthusiastic group of young people and spending time in a lovely country setting, to be both stimulating and enjoyable, and a number ask to train as Monitors in the future, whilst others return year after year and regard their connection with ATE and its Superweeks as an important part of their lives.

**Daily working hours**

There will clearly be some variation in the average hours worked day to day and work may take longer at the start while a routine is being developed and less time towards the end. ATE is not able to pay 'overtime' for hours in excess of hours contracted, so it is important that you plan your workload accordingly.

**Travel expenses**

All reasonable travel expenses (i.e. by the cheapest reasonable route) will be refunded and will normally be paid to you by the Director of your Superweek, but if this does not happen for any reason then you should send evidence of travel costs (train tickets, etc.) to the ATE office when you return home and a refund will be made into your bank account. For overseas applicants, please note we can only refund travel expenses from the point of entry into the UK to the Superweek/s worked. All travel expenses from your home to the UK point of entry; flights, ferry and Eurostar tickets etc. will be at your own expense.