



# WINDERMERE SCHOOL

FOUNDED 1863

## CANDIDATE INFORMATION

*Head of Windermere International Summer School*



## ABOUT WINDERMERE SCHOOL

Windermere School is nestled on a hillside within 45 acres of the National Park landscape that has been the inspiration for world-famous artists, poets, and authors, a sanctuary and the antidote to congested city life, a fascination to scientists, a home for adventurers as well as part of the masterpiece of human creative genius that affords us World Heritage status. It is a daily inspiration to every one of us fortunate enough to call it our school.

If you are looking for somewhere which is determined, friendly, adventurous and hard working; which has a strong sense of community and a clear drive; which seeks an ambitious future through its actions today; and most importantly a place with the pupils at its heart, then you may just be looking in the right place.

But that is only the start of the experience, our progressive boarding approach and dynamic curriculum rooted firmly in the shared values of the International Baccalaureate and Round Square combine for a unique and powerful offer.

This is a confident, kind, compassionate place to live and work. It is a busy, thriving community, with an excellent, committed and skilled staff, both teaching and support.

“Windermere School is unique. Set amidst the stunningly beautiful mountains and lakes of Cumbria, it delivers an exciting and forward-thinking curriculum, shaping the hearts and minds of the next generation. We aim to educate children to be capable and thoughtful, resourceful, courageous and caring. This is a school where young people can enjoy their schooldays and parents can be confident that their children are following the very best pathways to university and to adult life.”

- Frank Thompson, Head of Windermere School

# LOCATION

## Air

Windermere is just a 90 minute drive from Manchester and Liverpool international airports. Transfers to/from these airports are included on the designated course arrival and departure dates. Transfers to/from other airports can be arranged at an additional cost.

## Rail

The school is a five minute taxi ride from Windermere railway station. High speed rail services connect London Euston to Oxenholme (Lake District) in under 3 hours. From Oxenholme (Lake District) there are connections to Windermere station which take approximately 20 minutes. A transfer service can be arranged from Windermere or Oxenholme (Lake District) railway stations with prior arrangement.

## Road

The school is easily accessible by road. From the M6, leave the motorway at Junction 36 and join the A590 towards Kendal which becomes the A591 just before Kendal. Continue on to the A591 into Windermere. Turn right at the mini roundabout on to the A592 towards Penrith and Windermere School (Senior Campus) is located about a mile along this road on the right-hand side. The town of Windermere is approximately a mile from the School's Senior campus.



# SUMMARY OF THE ROLE

## Job Title

Head of Windermere International Summer School

## Accountable To

The bursar, as well as the Head of Windermere School.

## Salary

£35,525 Per annum

## Closing Date

Applications should be received by Wednesday 4 September.

## Job Overview

As the Head of Windermere International Summer School you will primarily be responsible for the International Summer Schools including, seasonal sailing courses and holiday programmes during school holidays for children and young people aged 5 to 17.

This position would suit candidates with management experience within the hospitality industry, who is open to a busy summer at Windermere but with the opportunity to be off work during the school Christmas holidays.



# JOB DESCRIPTION

## GENERAL RESPONSIBILITIES AND DUTIES

- To devise and maintain all aspects of admissions, marketing, sales and operations associated with the International Summer School.
- To devise and maintain all aspects of admissions, marketing, sales and operations associated with holiday schools, including seasonal sailing courses.
- To work with the Bursar, Head of Marketing and Head of Admissions and the Headmaster to take on and implement new initiatives.

## WINDERMERE INTERNATIONAL SUMMER SCHOOLS

- To develop the International Summer School courses, achieving all targets set, including attendance, income and quality standards.
- To maintain the International Summer School's admissions system, including all student information, medical details, correspondence, insurance and Visa processes.
- To maintain the International Summer School's accounts covering all associated costs, which broadly include employment, marketing, domestic, activity, excursions and administration in partnership with the Finance department.
- To maintain the International Summer School's accounts covering all associated payments, which broadly include deposits, fees and commission in partnership with the Finance department.
- To recruit all staff who work for the International Summer School, in line with the School's Safer Recruitment Policies, which include all Summer School teaching staff, all activity staff, all pastoral staff and a range of internal and external instructors, coaches and providers.
- To develop and maintain all marketing materials associated with the International Summer School, which include the International Summer School's links on the website, the International Summer School's prospectus and flyers, international adverts, entry into a variety of agents' brochures and the variety of literature associated with the various brochure packs, translations and processes for students, staff and parents.
- To sell the School internationally, by retaining good relations with existing agents and markets, by maintaining a database of international agents and by opening new international markets as required. Some overseas travel may be required.
- To recruit, implement and lead a management team to oversee all aspects of operations to include a Centre Manager to oversee daily operations, a Director of Studies to oversee the teaching team and a Welfare Officer, to work alongside the Centre Manager with responsibility for Boarding provision, First Aid and the pastoral care of all students.
- To prepare foundations for all operations and associated aspects before the start of each course, which include flight plans and collections, domestic arrangements, the academic programme, activity programmes, social programmes, excursions and staff inset days.
- To maintain all aspects of administration, which include enquiries, agency agreements, admissions processes, visa letters and applications, staff contracts, notes for staff and notes for students and parents.
- To produce reports as may be required by the Bursar.
- To liaise closely with the Head of Marketing and the Head of Admissions over all matters concerning international market research, marketing opportunities, advertising, publications and website.

- To maximise recruitment possibilities through the planning, organisation and administration of promotional opportunities, using overseas Agents and Educational Fairs as appropriate.
- To produce, summarise and review evaluation questionnaires at the end of each course.
- To produce post-course films and write to all participants and agents at the conclusion of their courses.

## HOLIDAY COURSES

- To be responsible for the marketing, booking and administration of the Seasonal Sailing courses.
- To ensure appropriate sailing courses are offered and certificates are awarded at the end of the course for qualifying participants.
- To be responsible for the marketing, booking and administration of other holiday courses, which may be introduced from time to time, including the possible use of the Elleray campus.

## LIASON

In addition to those already mentioned, the Head of Windermere International Summer School will be expected to liaise with:

- The Operations Manager over all matters pertaining to the domestic set up of the International Summer School and use of the estate.
- The Bursar over all matters pertaining to costs, payments and overall accounts.
- The Lead DSL regarding all welfare provision of visiting pupils.
- The Transport Manager over all matters pertaining to the use of school transport and airport travel.
- The Heads PA regarding all recruitment matters and compliance with the single Central Register and Visa provision.
- A variety of instructors and teachers who work for the various courses.

## CHILD PROTECTION RESPOSIBILTIES

The post-holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Child Protection Officer.

Windermere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This is a working document and will be subject to review.



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