

JOB DESCRIPTION

Job Title:	Outdoor Adventure Education Manager	Department:	PE/Commercial
Hours of Work:	37.5 hours per week over 52 weeks per year. Varied Hours, including evenings and weekends. Prescribed annual leave dates to meet School requirements.		
Responsible To:	PE/Commercial	Responsible For:	No direct reports but will need to supervise casual outdoor adventure education staff on occasion

Summary of Role

To lead, manage and develop the Outdoor Education programme at Woldingham. This involves planning and delivering engaging outdoor learning experiences on the school grounds including high ropes, zip wires, archery, bushcraft, team building and our outdoor classroom, as well as inspiring and training teachers to deliver more regular outdoor learning themselves. This role will involve working outside throughout the year.

Key Responsibilities:

Outdoor Pursuits (50% for school; 50% for community and commercial use)

- To develop outdoor pursuit programmes.
- To develop team-building/leadership activity programmes.

General

- To liaise closely with both the PE and commercial line managers regarding decisions and logistics for all activities.
- To drive a minibus when necessary.
- To provide cover and private study supervision if required.
- To carry out any such duties as may be reasonably requested including accommodating seasonal peaks and quieter periods throughout the year (e.g. shorter hours/days in winter; longer hours/days in summer).

Key Tasks

- To organise a programme of Outdoor Learning, to be conducted during curriculum and co-curriculum time as well as supporting our local community outreach programme and commercial hire business (Woldingham Adventure).
- To help advertise, via social media, printed literature, website etc, the OEAC programme to all stakeholders (pupils, parents, staff, alumnae, hirers, local community etc)
- To be responsible for administration, planning and preparation of all trips and events in accordance with the School's Educational Visits policy with a view to achieving our LOtC Quality Badge.
- To purchase, issue, and maintain equipment used by the Department.
- To ensure that the Department's facilities are well maintained and inspected both by external professionals and the School's maintenance department.
- To ensure the provision of activities in accordance with NGBs requirements and best practice.
- Ensure all external venues use NGB qualified instructors and have up-to-date AALA licenses as required by The Young Persons' Safety Act.
- To manage the budget for the Outdoor Education and Adventure Centre.
- To offer support and advice to staff running adventure trips, including DofE.
- To organize and be responsible for staff site specific training and adherence to the SOP's and Risk assessment of onsite OEAC facilities (high and low ropes course, zip wires, archery and other facilities)

PERSON SPECIFICATION

Essential	Desirable
Operational Excellence	
<ul style="list-style-type: none"> • NGB Award in Outdoor Education such as MT UK Mountain Leader (Summer), MT UK Rock Climbing Instructor, Bushcraft or Forest School qualification, Mountain Biking Qualification. • Suitable First aid qualification. • Full clean driving licence, a Minibus D1 Driving Licence and trailer status. • Sufficient competence in specialist outdoor activities to be able to support, teach and train others. • Experience of running residential visits. • Knowledge and experience of the DofE scheme. • A proven track record of working with young people. 	<ul style="list-style-type: none"> • Demonstrable alignment supporting different elements of the National Curriculum.
Personal Behaviours	
<ul style="list-style-type: none"> • Excellent communication skills. • Excellent administrative and ICT skills. • Good organisation skills. • Excellent leadership, teamwork, and group management skills. • A “can do” mind-set. • The ability to work unsupervised. • A high level of emotional intelligence to empathise and support users in situations which are physically and emotionally demanding. • The ability to assess a situation rapidly and work and act under pressure. 	
Ethos and Whole School Values	
<ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. 	
Safeguarding and Pastoral	
<ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. 	

Terms and Benefits

- Start Date: ASAP
- Working hours: 37.5 hours per week, including weekends. All year round.
- Working Pattern : Varied - Tuesday to Saturday with additional shifts being required on Fridays and Saturdays with advance agreement around business requirements.
- Salary: circa £26,305 to £30,780
- Holiday. The 5 weeks per year; with prescribed annual leave at the following times.
 - Two weeks at Christmas.
 - One week during term time.
 - Two weeks during school hols (preferably not July or early August).
- Pension. The successful candidate will be auto enrolled into the School's pension scheme, which includes life assurance.
- Fees: Subject to Governors' discretion, school fee remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the usual entrance requirements.
- Lunch. A free lunch is available in the dining room each working day when the kitchens are open.
- Parking. There is free parking on site.
- Gym and Pool. There are staff sessions for use of these facilities.