

## **Job Description**

<b>Role:</b>	Schools Host
<b>Location:</b>	Lendrick Muir
<b>Contract term:</b>	1 or 2 years, fixed term
<b>Line Manager:</b>	Assistant Schools Manager
<b>Primary Purpose:</b>	To create a welcoming environment for school pupils and teachers, who visit Lendrick Muir.
<b>Working Relationships:</b>	Lendrick Muir staff, volunteer teams, teachers and other school staff.

## **Main Tasks and Responsibilities**

Your main duties and responsibilities are to participate fully in the life and witness of SU Scotland, through being a host for school groups at Lendrick Muir, whilst demonstrating a dependence on God in the way you go about your daily tasks.

As a practicing Christian, to demonstrate commitment to the SU Scotland ethos, modelling Christian lifestyle, values and work practices to staff and volunteers alike. Full participation in the life and ministry of SU Scotland will include:

- Demonstrate continual reliance on God through active participation/ leadership of prayer and Bible teaching as required and consistently demonstrate Christ-likeness in attitude towards others and in behaviour at work.
- Attendance and full involvement at the annual staff residential conference and other staff days as they arise

## **Key Objectives**

### **1 – Preparing for School Groups**

- Support the Schools Manager and Assistant Schools Manager to tailor school residentials and activity days to the needs of the group arriving.
- Prepare resources such as achievement certificates and teacher information booklets to a high standard ahead of the visit.
- Co-ordinate first-aid kits, indoor games, ASN resources and other essential equipment as necessary.
- Liaise with other LM staff about upcoming bookings, sharing information in an appropriate and timely manner.
- Set up the areas that the incoming group will use, including lounges, dining areas, bedrooms and outdoor spaces.

## **2 – During School Residentials / Activity Days**

- Always provide excellent customer service, and model this within the Lendrick Muir team.
- Ensure that pupils and teachers are welcomed and valued in a professional and courteous manner, with specific regard to the nature of each group's requirements.
- Lead/co-lead pupil and teacher sessions including:
  - Group welcomes and teacher briefings.
  - Time for Reflection sessions.
  - Farewell sessions for pupils and teachers.
- Supervise the operations of the souvenir shop.
- Supervise dining rooms during mealtimes.
- Set up and clear away breaks between activity sessions.
- Assist with activity sessions as and when needed.
- Where applicable, co-ordinate days trips to local attractions.
- Collate photographs for school groups to show during farewell sessions.

## **3 – Post Residential / Activity Days**

- Tidy up indoor and outdoor spaces used by schools during their residential or activity day, ensuring that areas are left clean and ready for the next group to use.
- Support the Schools Manager and Assistant Schools Manager to ensure that all information is filed and dealt with in an appropriate and timely manner and in line with current GDPR guidelines.
- Replenish resources for the following group.

## **4 – Professional Development**

- As part of your continued professional development, there will be the opportunity to deepen your understanding and knowledge of aspects of centre operations / ministry which complement your role on the Schools Team at Lendrick Muir. In conjunction with your line manager, you will be encouraged to engage with accredited CPD opportunities, focusing on one or more of the following topics:
  - Customer Service
  - Hospitality
  - Youthwork
  - Youth Ministry
  - Additional Support Needs

## **Team Objectives – Lendrick Muir**

### **1. To participate fully in the life and ministry of Lendrick Muir including:**

- Participate in daily morning prayer meeting
- Model a Christian lifestyle, values and work practices.
- Build partnerships with existing and potential supporters to encourage prayer, giving and volunteering support for your specific role and the wider ministry of SU Scotland as appropriate to your role.

### **2. Assist with daily operation of the centre**

- Helping support other teams where needed, e.g., house team on change over days and catering team with food service.
- Act as duty staff, providing the first point of contact for guests out-with regular working hours (on a rotational basis).

- Assist with activity sessions as and when needed.

### **SU Scotland Objectives**

- Further the aims and activities of SU Scotland.
- Undertaking professional development through active participation in annual work appraisals, supervision and internal or external training as required or individually identified.
- Taking part in other SU Scotland activities where appropriate.
- Demonstrating commitment to the SU Scotland Mission, Ethos, Vision, Values, Belief Statements and work practices, and the wider ministry of SU in Scotland and beyond.
- Grow personal support and promote the opportunity for partnership through financial giving.

The above list is intended to give an indication of the range of duties for the role. Other tasks / responsibilities, appropriate to the remit, will be expected as required.

### **Occupational Requirement**

An Occupational Requirement applies in terms of the Equality Act (part 1, schedule 9): This post requires the occupant to have a personal faith in Jesus Christ as Saviour and Lord and to believe the Bible to be fully trustworthy, in all that it affirms, and the highest authority for faith and life in keeping with SU Scotland's statement of faith. These principles require to be applied alongside the professional skills required in this role.

**Appointment will be subject to a satisfactory PVG Scheme Disclosure.**

### **Notes**

- It is a requirement of the role that you will live on site as part of the community.
- The working week for this post would normally be Monday – Friday. However, you will be required to work some evenings/weekends during school residential.

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