



WE

WISHFORD  
EDUCATION

# SUMMER SCHOOL OFFICE MANAGER

Candidate Pack



## INTRODUCTION

Wishford Education offers high quality residential summer schools for international students aged 10-16 at [Westonbirt School](#) and aged 8 - 12 at [Hatherop Castle School](#).

### Our mission

We provide personalised, immersive and enriching educational experiences that foster growth and spark curiosity.

### Our values

- We are honest, caring and student-centred.
- We operate and communicate with integrity, empathy and respect.
- We go above and beyond to provide exceptional experiences.

## ROLE SUMMARY

We are seeking an organised and proactive Office Manager to oversee the administrative operations of our summer school at Westonbirt. This role is pivotal in ensuring smooth communication, accurate record-keeping and efficient coordination of activities and excursions.

The post holder will report to the Summer School Director and will have no direct reports.

The following vacancy is available for summer 2026:

### Westonbirt School

Dates: 05/07/26 - 02/08/26

Paid induction dates: 02/07/26 - 04/07/26 (2.5 days) (Induction period is paid at £11.77 (18-20 years old) or £14.69 (21 + years old) per hour, including holiday pay).

This role has the option to be residential if you're not local.

## HOURS, SALARY & BENEFITS

Weekly working hours: approximately 48.

Based at Westonbirt School

6 days per week on a rota basis.

Weekly wage: £584 for 18-20-year-olds and £684.00 for 21 years+ (including holiday pay uplift) plus a weekly £25 bonus for returning staff

Benefits include:

- Accommodation (if residential)
- Three meals per day
- Free parking on site
- Fully paid DBS check
- Safeguarding training
- First aid training

## APPLICATION & IMPORTANT INFORMATION

To apply for this position, please use our online application form - [link here](#)

Applications will be reviewed and interviews offered on a rolling basis, so we encourage you to submit your application at your earliest convenience.

Informal enquiries are welcome and should be directed to Amy Huggins, Director of Commercial Operations ([summerschooljobs@wishford.co.uk](mailto:summerschooljobs@wishford.co.uk)).

The safeguarding and welfare of children is everyone's responsibility and our number one priority. The post holder will be required to act according to our Safeguarding Policy and procedures and to align with safeguarding good practice.

All positions are subject to pre-employment checks including an enhanced DBS and overseas criminal records checks (if applicable). Two references will be required, and we will specifically check if there is any reason why the applicant should not be in contact with children.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

## DUTIES

The post holder will undertake the following responsibilities:

- **Registers & Scheduling:** Create and maintain accurate registers for all non-academic activities, excursions and academies. Update daily and communicate changes promptly to staff
- **Excursion Administration:** Prepare all excursion paperwork including itineraries, maps, contingency plans, contact details, registers and groupings
- **Transport Coordination:** Liaise with the Transport Manager to confirm bus timings, sizes and drop-off/pick-up locations
- **Petty Cash Management:** Track and reconcile petty cash transactions throughout the summer school period
- **Communication:** Ensure all staff have access to the latest versions of registers and plans
- **Other duties:** Support the Summer School Director and undertake any other relevant administrative tasks as reasonably requested

## WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things. Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business. The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

## PERSON SPECIFICATION

Qualifications:

*Essential*

- 18 years+

*Desirable:*

- Undergraduate degree or in undergraduate education
- Basic safeguarding qualification
- First Aid training

Experience:

- Experience in administrative or office management role
- Experience handling cash and financial tracking
- Experience working in a summer school or educational setting (*is desirable but not essential*)

Skills:

- Fluent English language skills (native or CEFR C2)
- Strong organisational and time management skills
- Effective communication
- Team working
- Flexibility and ability to adapt to changes
- Proficiency in Microsoft Office and Google Workspace

Personality:

- Honesty
- Care and empathy
- Student-centredness
- Positivity and proactivity
- Drive to go above and beyond