



LINES
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LEAD TOMORROW



Airport Coordinator

LINES Overview

For over 25 years, LINES has been a leading provider of high-quality academic English language courses. Our commitment to excellence is reflected in our accreditation by the British Council.

At LINES, we aim to create a vibrant and enriching learning environment where students not only enhance their language skills but also forge lasting friendships and enjoy a fun-filled educational journey.

Our programmes are designed to engage and inspire students, fostering their language proficiency while nurturing a sense of community

Role Summary

We are looking for a small number of well-organised, resourceful, confident and reliable Airport Coordinators who will manage the whole transfer operation at an airport terminal in order to provide students with a smooth, safe and efficient transfer service from the airport to their centre and back.

This is **not** a residential post, so applicants should live within commutable distance of either of our 2 centres at Queenswood School or Stowe School.

Duties and Responsibilities

- Escort students to/from airport/LINES centre using LINES transport.
- Communicate with Main Office/LINES centre/transport driver to make sure transportation of students runs as smoothly as possible.
- Arrive promptly at LINES centre on working days.
- Work well as part of a small team.
- Create a positive first impression and ensure the well-being and safety of all students.
- Make themselves and their role known to students as they arrive.
- Wear their Lines T-shirt so they are easily identifiable to students.
- Report any disciplinary issues i.e. smoking, bullying etc.
- Be aware of and report any pastoral problems, i.e. homesickness, hygiene, health.

Accredited by the



**BRITISH
COUNCIL**

for the teaching
of English in the UK

Person Specification ESSENTIAL

- The right to work in the UK at contract start date
- Capacity to work alongside colleagues, contributing effectively to a team

- Excellent communication and interpersonal skills
- Ability to work comfortably in a fast paced, intensive environment
- Resourceful and can take the initiative
- Able to cope with unexpected changes to schedule and routine

- Culturally sensitive and genuinely enjoys working with young people
- Open to receiving feedback to develop new skills
- Committed to safeguarding children and to ensuring their safety and welfare is the priority

Person Specification DESIRABLE

- Experience working with international teenagers



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LINES Stowe

Stowe School
Buckingham
MK18 5EH
UK



LINES Queenswood

Queenswood School
Hatfield
Hertfordshire
AL9 6NS
UK



Induction

Friday 5th and Saturday 6th July 2024

Course Dates

Sunday 7th July - Saturday 3rd August 2024

Salary

Hourly paid
meets National Living Wage requirements

Safeguarding

LINES is dedicated to prioritising the safety of young people, and we require all our staff to wholeheartedly embrace this commitment.

Our expectation is that every member of staff will provide the contact details for two appropriate referees and supply the necessary information to facilitate an enhanced DBS Check and other suitability assessments on your behalf.

Additionally, before the commencement of your contract, you will need to successfully complete an online Basic Safeguarding course.

Comprehensive information regarding these checks and the steps you need to take upon appointment will be provided during the interview process.

All LINES staff must

- Commit to safeguarding and promoting the welfare of all course participants at all times
- Provide the best possible language learning, social and cultural experience for the students
- Work cooperatively with both LINES colleagues and host centre staff
- Follow the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
- Maintain confidentiality (in accordance with LINES' Data Protection Policy)
- Complete all documentation as required
- Carry out directions from Head Office and comply with all legal and professional organisation requirements
- Present yourself well; being of smart appearance, appropriate to the role and using appropriate language
- Act in a thoroughly professional manner so as to uphold the good reputation of LINES

Are you?

- ✦ Creative
- 🚀 Energetic
- 🌈 Passionate
- 👉 Adaptable

Ready to join us?

Apply now and be a part of something extraordinary! ✨

catherine@lines.ac

Find out more...

www.lines.ac



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