



# Haileybury

## International Summer School

### FAQs for 2019/2020 Spring and Summer School Staff

#### How long will my contract be?

Contracts for Spring School will be for two weeks plus spring holidays in May 2020.

Most Summer School contracts will be for four to six months, however, for day/night specific contracts, we take each induction. We can also have a few contracts for summer months with specific inductions.

#### Is accommodation provided?

All new staff will be accommodated in a purpose-built residence. The residence will be a single-sex residence and undertaking some pastoral duties in the residence will be part of your role.

The residence is fully furnished and includes a kitchen, living area, and bathroom. There are no smoking areas and no alcohol in the residence.

Linens are provided for the first week but you will need to bring your own towels.

Staff will be provided with a room until the day after the contract ends. When starting on a contract, you will be provided with the necessities of a room, including a bed, desk, and chair.

#### Will I be able to lock my room?

Most rooms do not have locks but all have a lockable door within the room. You can also leave your valuables in the safe in the room. We do not have a safe in the room. We do have a safe in the room for your valuables. We do not have a safe in the room for your valuables.

#### What about laundry?

The car will be provided with a washing machine and dryer. Staff will be provided with a card to use the machine. They can use the machine if they please.

#### I don't have a car. Can I be collected from a train or bus station at the start of my contract?

If we are notified in advance, we may be able to arrange pick-ups from Hertford East and Ryedale stations. We do not have a pick-up service from National Express coach station.

## Are meals provided?

All meals are provided and staff will have access to tea, coffee, water and snacks throughout the day. There will always be vegetarian options at all mealtimes and we can cater for a variety of special diets, if you inform us in advance.

## Will there be days off?

All staff will work a six day week and be asked to sign a 48 hour waiver. Days off will be allocated by the Senior Team and will depend on the need of the school.

Days off at the weekend. If you have a special event (e.g. a wedding or graduation), please let us know when you can't be at school and we will do our best to accommodate you, although this is not guaranteed.

## Will there be access to Wi-Fi?

Yes, there is Wi-Fi throughout the school but in regard to an office and pupils, it will be switched off at 10pm so that pupils can sleep but staff will have access 24 hours per day.

## How and when will I be paid?

Salaries are paid monthly in arrears. All staff are paid on a monthly basis. Currently payment is made by P.A.C.S no later than the last day of the month.

## Can I use the sports facilities in my time off?

All staff are expected to attend and complete their training and Basic First Aid training. There will be a list of staff who are expected to attend training in the summer term.

Staff will be observed by their line manager and receive constructive feedback. There will also be a list of staff who are expected to attend training in the summer term. All areas of the programme.

## What clothes will I need?

All staff will be expected to wear smart casual clothes (no shorts, short skirts, T-shirts, ripped jeans, flip-flops). When supervising activities, appropriate sports wear is required.

Staff will be expected to wear a uniform at all times when on duty (except when teaching).

It will involve a lot of walking so make sure you wear comfortable footwear. If you have any questions, please contact the school office.

For more information, please contact the school office at [summerschooloffice@haileybury.com](mailto:summerschooloffice@haileybury.com).