



SURVAL MONTREUX

GIRLS' SCHOOL IN SWITZERLAND

Surval Montreux Montreux - Switzerland International Boarding School for Girls aged 12-18

Surval Montreux is a unique international girls' boarding school in Switzerland which provides an exceptional all-round education for girls aged 12-18. The school offers a High School programme for Grades 8-12, alongside a French Language and Culture programme, Winter Camp and Summer Camp June to August.

All aspects of a Surval education focus on empowering girls to challenge themselves, own their voice and lead their journey, across the academic, enrichment and pastoral life of the school.

Surval belongs to the international education group Bellevue Education consisting of 21 schools, with headquarters in London, UK.

Summer Camp Manager

Full-Time

Employment Dates: Wednesday 1st May 2024- Friday 9th August 2024

JOB DESCRIPTION

Overview

Summer Camp Manager; Responsible to Principal

Surval Summer Camps cater for teenage girls from 10-18 years of age. Our camps are the only 'all-girls' summer camps in Switzerland, blending a combination of language learning with arts, adventure and STEM activities. Now well-established and world-renowned, girls come from all over the globe for a truly memorable experience.

The post-holder will be tasked with the coordination, management and running of the Summer Camp. Significant pre-planning will have already been undertaken by the Head of Enrichment and there will be a thorough handover process to ensure the Camp's success. The Summer Camp Manager will have a good degree of autonomy in the management of the camp shaping the ethos and atmosphere for the Summer Camp. This is an excellent opportunity for an aspirational or experienced Summer Camp Manager to work for a well-established, premium Summer Camp.



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Leadership:

- Oversee the overall management, coordination and quality assurance of the Summer Camp programme, including curriculum development, venue management, timetabling, and budgeting;
- Lead and Manage a team of middle leaders including the Residential Coordinator, Activities Coordinator and Language Coordinator;
- Find creative solutions to challenges relating to everything from programme design and development to full implementation;
- Ensure that the Summer Camp programme complies with relevant legislation and regulations, including those related to child protection and safeguarding;
- Implement policies and procedures to ensure the safety and wellbeing of all Summer Camp students, including child protection and safeguarding, mental health first aid, and risk management;
- Manage the training and professional development of temporary Summer Camp staff, including teachers, activities staff, and house parents;
- Manage parental communications alongside the Co-ordinators and Principal;
- Foster a strong sense of community among Summer Camp students, staff and parents.

Pastoral Care and Student Support

- Ensure that all the necessary policies and protocols are in place for delivering a successful residential programme for teenagers;
- Provide pastoral care and support to Summer Camp students and staff, including managing (along with the Boarding Co-ordinator) any emotional, behavioural or welfare issues that arise;
- Contribute to the ongoing development and improvement of the Summer Camp programme through evaluation and feedback, throughout the programme and after its completion each year;

Management

- Manage all bookings for the Summer Camp activities, including weekly recurring day trips and weekend residential;
- Create staffing rotas which ensure the safe staffing of activities, whilst ensuring adequate rest time for staff;
- Work closely with the Language and Activity Coordinators to ensure the smooth running of programmes, including quality control and timely communication with parents;
- Support the coordinators in their management of staff, ensuring appraisal and regular check-in meetings are scheduled.



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Integration with School Community

- Work collaboratively with other departments to ensure that the Summer Camp programme is integrated into the broader school community and contributes to its overall success. This will involve working closely with departments including - but not limited to - HR, Finance, Site, ICT, Marketing & Admissions.

Qualifications, experience and characteristics

- Experience in a leadership role in the education sector, preferably in a residential school setting, ideally for two years or more;
- Strong knowledge of child protection and safeguarding policies and procedures;
- Experience in day-to-day leadership and management;
- Excellent communication skills, including the ability to engage with a diverse range of stakeholders with a proven track record of building strong professional relationships. The ability to speak French would be an advantage but is not essential;
- Strong organisational skills, including the ability to manage budgets, monitor progress, and find creative solutions to problems as they arise;
- Experience working in a multicultural environment;
- A commitment to Surval's mission and values, and a passion for providing exceptional educational experiences for international students;
- An understanding and willingness of what it means to be actively involved in the day-to-day operations of the Summer Camp programme;
- Adaptability and the ability to work effectively in a fast-paced environment.

This is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Summer Camp Manager in relation to the post holder's professional responsibilities and duties. During the 6 weeks of Summer Camp, the Summer Camp Manager would, ideally, be expected to be residential in school.



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How to Apply

To apply for this role, please submit the following documentation to the Principal's PA, MsPernille Mogensen pernille.mogensen@surval.ch :

1. **Letter of Motivation addressed to the Principal, Ms Nicola Dudley;** no more than two sides of A4, which states your suitability for the position and relevant experience.
2. **CV**
3. **[Online application form](#)**

Swiss Law makes it impossible to obtain short-term work permits for non-EU citizens. Applications from applicants without a Swiss/EU passport or a valid Swiss work permit will therefore not be taken into consideration.

Applicants must give the names and contact details of three referees. Applicants should be aware that Surval reserves the right to contact previous employers, but will only do so after discussion with the applicant.

Pre-employment Checks

Employment with the School will be subject to the School being satisfied with the following:

- Criminal Records Disclosure or other relevant certificate from the relevant police authority;
- Verification of qualifications and identity;
- At least two satisfactory references received;
- Such other pre-employment checks as the School is required to complete in accordance with its statutory or regulatory obligations and in the limits of the Swiss Federal Act on Data Protection (FADP) 19 June 1992).

Surval Montreux is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening, including checks with past employers and appropriate police check.