The University of Warwick is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS check may be required.

To ensure appropriate staffing and the diversity of our team we are also actively encouraging applications from male students and from students from Widening Participation backgrounds.

**DBS CHECKS**

To complete a DBS check you will need to provide **THREE documents** that prove your identity at the selection event, if you do not already have a DBS Certificate from the University or Unitemps within the last two years. Please note that Documents **must include** at least one of the following to show your identity:

- Passport / Biometric Residence Permit
- Current Driving Licence Photocard (Full or Provisional)
- Birth certificate
- Adoption Certificate

In addition, you will need documents that prove your address details. These can include:

- Letter/Utility Bill containing your current address (within the last 3 months)
- Bank statement stamped by bank (within the last 3 months)
- Utility Bill
- P45 or P60 (within last 12 months)

Please look on the [DBS website](https://www.gov.uk/optical-electrical) for full details on the combination of documents that are allowed.

**IMPORTANT INFORMATION**

- Warwick Volunteers DBS certificates are invalid for this role.
- We cannot accept anything printed from the internet, e.g. bank statements. You will need to collect one from your bank (stamped) or provide one that was sent by post if this is to be used for your DBS check
- We cannot accept any documents that have expired (do check the date on your passport!)
- **Whatever address you use on the online form needs to be the one on your document.** If none of your ID documents shows the address that you are currently living at university, but shows your home address, you will need to put your home address as your current address. You then need to add your student address as a past address, stating the date that you left as this month.

**CERTIFICATE OF GOOD CONDUCT**

If you have lived or worked abroad for a period of at least 6 months in the last 5 years (e.g. if you are an international student or have studied/worked abroad), then you will be required to provide a certificate of good conduct from the country that you lived in. This is an essential part to the DBS check you are required to obtain in order to work. Details can be found on the [Gov.UK website](https://www.gov.uk/optical-electrical) and we would recommend beginning this process prior the selection event. At this stage, you do not need to obtain a translation of this document, but will be required to if your application is successful.

Please get in touch by emailing [warwicksummerschools@warwick.ac.uk](mailto:warwicksummerschools@warwick.ac.uk) if you have any questions regarding the DBS or certificate of good conduct.

Please read on to explore what the different opportunities are at each Summer School, prior to completing the online application form.
### Experience Warwick Year 10 Summer School (3 – 6 July 2019)

There will be approximately forty-five 14-15 year old students (halfway through their GCSE exams) participating in this 4-day, 3-night Summer School.

We are offering the following positions:
- 12 Day Group Leaders from a variety of subject areas
- 3 runners
- 1 wellbeing ambassador
- 4 night staff

All successful applicants will need to attend the following events prior to the summer residential:
- A parent’s information evening on Wednesday 22nd May 2019 between 6.30-8.30pm
- A compulsory training session prior to the Summer School on Monday 24th June in the afternoon.

All successful applicants will be required to arrive on campus on Tuesday 2nd July at about 4.30pm to pick up their keys and attend a briefing session from 5.30 till 7pm followed by a team dinner. Accommodation will be provided. The event will finish on Saturday 6th July at approximately 2pm for day staff and 8 am for night staff.

#### Year 10 Day Group Leaders will:
- Be responsible for working with a group of about 7 students throughout the Summer School in a variety of daytime sessions and evening social programme with another group leader.
- Supervise a group of approximately 7 students in their flat with another group leader.
- Ensure that their group is attending sessions and activities in a timely and orderly way.
- Establish rapport and create a sense of community amongst Summer School participants and the staff team.
- Help their group engaging with the activity or session and complete a group project presented at the end of the week.
- Provide pastoral and logistic support to participants, resolving any minor issues and communicating any concerns to staff.
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required.

#### Year 10 Runners will:
- Prior to the residential, work in the office with the Manager and Deputy to help with preparing the resources and contacting participants.
- During the residential, work with the Manager and Deputy to ensure the correct resourcing and staffing of sessions and activities (includes walking across campus and carrying resources).
- Welcoming academics and support staff ensuring that they have everything they need for their sessions.
- Establish rapport and create a sense of community amongst Summer School participants and the staff team.
- Provide logistic support to participants and group leaders, resolving any minor issues and communicating any concerns to staff.
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required.

#### Year 10 Wellbeing ambassador will:
- Work with the Manager and Deputy to ensure the wellbeing of participants and group leaders throughout the residential.
- Ensure that group leaders are taking appropriate breaks and are rested.
- Cover for a Group leader if necessary.
- Establish rapport and create a sense of community amongst Summer School participants and the staff team.
- Provide pastoral support to group leaders and participants, resolving any minor issues and communicating any concerns to the Manager and Deputy.
- Check on emotional and physical wellbeing of group leaders or participants after an incident and report any concerns to the Manager or Deputy.
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required.

#### Day group Leaders working times

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 2nd July</td>
<td>17:30 – 21.30</td>
</tr>
<tr>
<td>Wed 3rd July</td>
<td>10 hour shift between 08:00 – 23:00</td>
</tr>
<tr>
<td>Thurs 4th July</td>
<td>10 hour shift between 08:00 – 23:00</td>
</tr>
<tr>
<td>Fri 5th July</td>
<td>10 hour shift between 08:00 – 23:00</td>
</tr>
<tr>
<td>Sat 6th July</td>
<td>08:00 – 14:00</td>
</tr>
</tbody>
</table>

**PAYMENT = £388 (gross) (+ parent’s evening and training sessions)**

#### Runners working times

<table>
<thead>
<tr>
<th>Days</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>w/c 24 June</td>
<td>ad-hoc support in the office</td>
</tr>
<tr>
<td>Tues 2nd July</td>
<td>17:30 – 21.30</td>
</tr>
<tr>
<td>Wed 3rd July</td>
<td>10 hour shift between 08:00 – 23:00</td>
</tr>
<tr>
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</tr>
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**PAYMENT = £388 (gross) (+ parent’s evening and training sessions)**

#### Wellbeing Ambassador working times:

<table>
<thead>
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</tr>
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<td>08:00 – 14:00</td>
</tr>
</tbody>
</table>

**PAYMENT = £388 (gross) (+ parent’s evening and training sessions)**
### Year 10 Night Staff will:

- Ensure the safety and wellbeing of participants and staff overnight
- Enforce the curfew at 10.30pm, ensuring that all participants are in their own bedroom
- Walk around the building regularly to ensure everyone’s safety
- Be a first point of contact during the night for participants and group leaders to help resolve minor issues
- Contact Security and Conferences Night Manager if necessary to help resolve minor issues
- Report incidents and alert the Manager and Deputy in case of a problem
- Liaise with the day time staff to pass on relevant information and ensure everyone’s wellbeing and safety
- Take part in evening social activities and establish rapport with the participants, day group leaders and the staff team
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

### Night Staff working times:

<table>
<thead>
<tr>
<th>Date</th>
<th>Shift Times</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tues 2nd July</td>
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<tr>
<td>Wed 3rd July</td>
<td>A 10 hour shift between 20:00 – 08:00</td>
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<td>08:00 – 14:00</td>
</tr>
</tbody>
</table>

PAYMENT = £388 (gross) (+ parent’s evening and training sessions)
Experience Warwick Year 8 Summer School (7 – 9 July 2019)
There will be approximately 30 12-13 year old male students participating in this 3-day, 2-night Summer School. We are looking for Group Leaders from a variety of subject areas. The Summer School is specifically targeted at male participants but will be looking for both male and female Group Leaders. This is a brand new Summer School for 2019!

There will be a compulsory training session prior to the Summer School on Monday 24th June in the afternoon.

Successful applicants will be required to arrive on campus on the morning of Sunday 7th July for training and dinner. Accommodation will be provided. The event will finish on the evening of Tuesday 9th July. There will also be a pre-Summer School session for participants and parents on a Saturday in June (date TBC).

Applicants can indicate an interest in supporting the Summer School Managers in the office in the lead-up to the summer school.

We are offering the following positions:
- Day Group Leaders from a variety of subject areas
- Runners
- Night Staff

### Year 8 Day Group Leaders will:
- Be responsible for working with a group of students throughout the Summer School in a variety of daytime sessions and evening social programme with another group leader.
- Supervise a group of approximately students in their flat with another group leader.
- Support their group throughout a range of team challenges, academic sessions and social programme.
- Establish rapport and create a sense of community amongst Summer School participants and the staff team
- Provide pastoral and logistic support to participants, resolving any minor issues and communicating any concerns to staff
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

### Year 8 Runners will:
- Prior to the residential, work in the office with the Manager and Deputy to help with preparing the resources and contacting participants
- During the residential, work with the Manager and Deputy to ensure the correct resourcing and staffing of sessions and activities (includes walking across campus and carrying resources)
- Welcoming academics and support staff ensuring that they have everything they need for their sessions
- Establish rapport and create a sense of community amongst Summer School participants and the staff team
- Provide logistic support to participants and group leaders, resolving any minor issues and communicating any concerns to staff
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

### Year 8 Night Staff will:
- Ensure the safety and wellbeing of participants and staff overnight
- Enforce the curfew at 10.00pm, ensuring that all participants are in their own bedroom
- Walk around the flats regularly to ensure everyone’s safety
- Be a first point of contact during the night for participants and group leaders to help resolve minor issues
- Contact Security and Conferences Night Manager if necessary to help resolve minor issues
- Report incidents and alert the Manager and Deputy in case of a problem
- Liaise with the day time staff to pass on relevant information and ensure everyone’s wellbeing and safety
- Take part in evening social activities and establish rapport with the participants, day group leaders and the staff team
- Support Summer School Manager and Deputy in the smooth running of the Summer School and undertake ad-hoc tasks as required

### Day group Leaders working times

<table>
<thead>
<tr>
<th>Pre-Summer School Session: Saturday afternoon in June (Date TBC) – payment included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 7th July</td>
</tr>
<tr>
<td>Mon 8th July</td>
</tr>
<tr>
<td>Tues 9th July</td>
</tr>
</tbody>
</table>

Allocated break each day

Exact hours and payment to be confirmed (dependent on programme) – will be paid on an hourly rate in line with other Summer Schools

### Runners working times

<table>
<thead>
<tr>
<th>Pre-Summer School Session: Saturday afternoon in June (Date TBC) – payment included</th>
</tr>
</thead>
<tbody>
<tr>
<td>w/b 1st July</td>
</tr>
<tr>
<td>Sun 7th July</td>
</tr>
<tr>
<td>Mon 8th July</td>
</tr>
<tr>
<td>Tues 9th July</td>
</tr>
</tbody>
</table>

Allocated break each day

Exact hours and payment to be confirmed (dependent on programme) - will be paid on an hourly rate in line with other Summer Schools

### Night Staff working times:

<table>
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<th>Pre-Summer School Session: Saturday afternoon in June (Date TBC) – payment included</th>
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</tr>
</tbody>
</table>

Allocated break each day

Exact hours and payment to be confirmed (dependent on programme) – will be paid on an hourly rate in line with other Summer Schools
Pathways to Banking and Finance Summer School (14 – 17 July 2019)

The Pathways to Banking & Finance Summer School is an exciting summer school for approximately 80 students who are in Year 12 and have been recruited on to the Pathways to Banking & Finance programme at the University of Warwick or London School of Economics. Participants will be staying in university accommodation on campus and attending different sessions, including academic taster sessions for economics and business subjects and debating workshops. If you have any queries, please e-mail pathways@warwick.ac.uk

• Pathways Banking Team Leaders

We are seeking to recruit 5 team leaders who will work during the day supporting workshops and social activities. Successful applicants will be expected to arrive on campus to undergo training on Sunday 14th July.

Summary of working times:
Sunday 14 July 12:00-17:00
Monday 15 July 08:00-23:00
Tuesday 16 July 08:00-23:00
Wednesday 17 July 08:00-17:00
PAYMENT = £401 (gross)

• Pathways Banking Night Team Leader

We are seeking to recruit 2 team leaders who will work as part of a team of waking night staff between 18:45 – 6:00. Team leaders in this role are responsible for checking in students when they return to the accommodation blocks in the evening then being available as a first port of call in case of any issues during the night. You will work as a team of 4 Night Team Leaders and be supported by a Night Duty Manager as well as event staff being available if required. You will be expected to arrive on campus around lunchtime on Monday 15th July to undergo training. All meals will be provided through to lunch on Wednesday 17th July.

Summary of working times:
Monday 15 July afternoon training then 18:45-06:00
Tuesday 16 July 18:45-06:00
Wednesday 17 July check out by 14:00
PAYMENT = £250 (gross)

• Pathways Banking Night Duty Manager

We are seeking to recruit 1 Night Duty Manager who will manage a team of 4 Night Duty Staff to coordinate evening shifts and ensure the safety and wellbeing of students overnight. You will be on call to help manage any enquiries during your shifts which shall run between 18:45-06:00 Monday-Wednesday morning. You will be expected to arrive on campus on Monday 15th July to undergo training. All meals will be provided through to lunch on Wednesday 17th July.

Summary of working times:
Monday 15 July afternoon training then 18:45-06:00
Tuesday 16 July 18:45-06:00
Wednesday 17 July check out by 14:00
PAYMENT = £350 (gross)
Pathways to Law National Conference (21 – 25 July 2019)

The Pathways to Law National Conference is an exciting summer school for approximately 250 students who are in Year 12 and have been recruited on to the Pathways to Law programme nationally. Year 12 students from 12 universities across the country will be staying in university accommodation on campus and attending different sessions, including academic taster sessions, debating workshops and a careers fair where they can speak to different universities, law firms and barristers chambers about their opportunities. If you have any queries, please e-mail pathways@warwick.ac.uk

• Pathways Law Team Leaders

We are seeking to recruit 10 team leaders who will work during the day supporting workshops and social activities. Successful applicants will be expected to arrive on campus to undergo training on Sunday 22nd July.

Summary of working times:

- Sunday 21 July: 12:00-17:00
- Monday 22 July: 08:00-23:00
- Tuesday 23 July: 08:00-23:00
- Wednesday 24 July: 08:00-23:00
- Thursday 25 July: 08:00-14:30

PAYMENT = £530 (gross)

• Pathways Law Night Duty Manager

We are seeking to recruit 1 Night Duty Manager who will manage a team of 12 Night Duty Staff to coordinate evening shifts and ensure the safety and wellbeing of students overnight. You will be on call to help manage any enquiries during your shifts which shall run between 18:45-06:30 Monday-Thursday morning. You will be expected to arrive on campus around lunchtime on Monday 22 July to undergo training from lunchtime. All meals will be provided through to lunch on Thursday 25th July.

Summary of working times:

- Monday 22 July: afternoon training then 18:45-06:30
- Tuesday 23 July: 18:45-06:30
- Wednesday 24 July: 18:45-06:30
- Thursday 25 July: check out at 14:00

PAYMENT = £500 (gross)
Warwick Sutton Trust Summer School, Monday 29 July to Friday 2 August 2019

The Sutton Trust Summer School will be recruiting around 120 Year 12 students from across the country who will be choosing to take part in one of six subject streams:

- Classics & Ancient History, Film & TV and History of Art
- Computer Science
- Law
- Life Sciences - Biology
- Philosophy, Politics & Economics (PPE)
- Politics, Sociology & Liberal Arts

Successful applicants will:
- have to attend a compulsory training session prior to the Summer School on Monday 24th June in the afternoon.
- need to arrive on campus on the evening of Sunday 28 July for a final event briefing
- will be able to leave campus after 5:00pm on Friday 2 August

This year, the Warwick Sutton Trust Summer School is recruiting **Group Leaders, Runners and Night Staff**

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**Sutton Trust Group Leaders**

Each subject group will be led by a team of 3-4 Group Leaders. Preference will be given (where possible) to applicants studying a subject linked to one of the streams.

During the week, Group Leaders will:
- Be responsible for working with their group throughout the Summer School, including a variety of daytime sessions and evening social programme
- Establish rapport and create a sense of community amongst Summer School participants and ambassador team
- Help their group with a research project related to their subject stream
- Provide pastoral support to participants, communicating any concerns to staff
- Support Summer School Leads in the smooth running of the Summer School and undertake ad-hoc tasks as required

**Summary of Working Times:**

| Sunday 28 July: | Final briefing and Event Prep |
| Monday 29 July: | 10:00 – 23:00 - 11 hours of work within this timeframe |
| Tuesday 30 - Thursday 1 August: | 08:00-23:00 – 11 hours of work per day within this timeframe |
| Friday 3 August: | 08:00-17:00 |

**PAYMENT = £535 (gross)**

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**Sutton Trust Runners**

Prior to the residential, the Runners will work in the office with the Summer School Leads to help with the final preparations, including contacting participants.

During the residential, the Runners will:
- work with the Summer School Leads to ensure the correct resourcing and staffing of sessions and activities (includes walking across campus and carrying resources)
- Welcome academics and support staff ensuring that they have everything they need for their sessions
- Establish rapport and create a sense of community amongst Summer School participants and the staff team
- Provide logistic support to participants and group leaders, resolving any minor issues and communicating any concerns to staff
- Support Summer School Leads in the smooth running of the Summer School and undertake ad-hoc tasks as required

**Summary of Working Times:**

| w/c 22 July: | Ad-hoc support in the office |
| Sunday 28 July: | Final briefing and Event Prep |
| Monday 29 July: | 10:00 – 23:00 - 11 hours of work within this timeframe |
| Tuesday 30 - Thursday 1 August: | 08:00-23:00 – 11 hours of work per day within this timeframe |
| Friday 3 August: | 08:00-17:00 |

**PAYMENT = £535 (gross, exclusive of office-related work)**
Sutton Trust Night Staff

- Ensure the safety and wellbeing of participants and staff overnight
- Enforce the curfew at 11:00PM, ensuring that all participants are in their own bedroom
- Walk around the building regularly to ensure everyone’s safety
- Be a first point of contact during the night for participants and group leaders to help resolve minor issues
- Contact Security and Conferences Night Manager if necessary to help resolve minor issues
- Report incidents and alert the Summer School Leads in case of a problem
- Liaise with the day time staff to pass on relevant information and ensure everyone's wellbeing and safety
- Take part in evening social activities and establish rapport with the participants, day group leaders and the staff team
- Support the Summer School Leads in the smooth running of the Summer School and undertake ad-hoc tasks as required

Summary of Working Times:
Sunday 28 July: Final briefing and Event Prep
Monday 29 July – Thursday 1 August: 20:00-8:00: 4 nights, 11 hours of work per night within this timeframe

PAYMENT = £420 (gross)