
Warwick Pre-University Summer School 2025

Lead Summer School Ambassador Job Description

Introduction

The Warwick Pre-University Summer School is a 10 day residential programme for 16-17 year olds who are interested in attending University. Students will attend taster sessions with Warwick lecturers in one of four course areas (Economics and Finance, Science and Engineering, Social Science or Arts and Humanities) and will also take part in personal development sessions. Alongside the academic and skills programme, students will also take part in a fun and engaging social and cultural programme.

Lead Summer School Ambassadors are required to support the 10 day Pre-University Summer School for 16-17 year olds. Ambassadors will work in person for the full 10 days and stay on campus in Sherbourne Halls of Residence. The Lead Summer School Ambassadors will work together to coordinate the Summer School Ambassador team. Each Lead Summer School Ambassador will take responsibility for a number of Summer School Ambassadors and will support those Summer School Ambassadors and their groups throughout the programme.

Lead Ambassadors will participate fully in the social programme and proactively build relationships with the students within the care of your Summer School Ambassador groups. You will be the first escalation point for Summer School Ambassadors who need advice and guidance with supporting students within their group. You will act as the conduit between the Summer School Ambassadors and the programme team, escalating matters appropriately to the correct members of the wider programme team. It is essential that you are able to communicate well and work efficiently as part of a team for the role. The programme has a very full schedule and is fast paced, so you will also need plenty of enthusiasm, energy and stamina and the ability to take the initiative and think on your feet.

Location

University of Warwick campus. This is a residential programme, therefore you will be required to live in Sherbourne Halls of Residence for the duration of the role and be based on campus for the entire duration of the programme.

Dates and Hours

Programme: 10 days (Tuesday 15th July – Friday 25th July)

Training: 3 paid training days - Wednesday 9th July (online), Sunday 13th July (face to face) and Monday 14th July (face to face).

Accommodation: You must move into the Halls of Residence on Sunday 13th July.

You must be available for the entirety of the programme and the training days. You must be in the UK for all training days including the online training day. If your graduation is likely to fall between these dates, please let us know in your application. We can only guarantee time off for your graduation if you let us know this at application stage.

Staffing

The Summer Schools Programme team are members of Warwick staff who work around the year to organise the Pre-University Summer School programme. During delivery of the programme, they will be assisted by 27 Summer School Ambassadors, 4 Lead Summer School Ambassadors and 2 Night Duty Managers, all of whom are University of Warwick students.

Pay

£12.42 per hour plus £1.50 holiday pay. Accommodation is included for 12 nights and the programme is fully catered for Lead Summer School Ambassadors.

Accommodation and Board

Your accommodation will be in halls of residence on the University of Warwick campus. Each staff member will have their own single, ensuite room. Meals will be provided on a full board basis (breakfast, lunch and dinner). Vouchers will be provided for lunch when on campus.

Main Responsibilities

The Lead Summer School Ambassador will take responsibility for a number of Summer School Ambassadors and will support those Summer School Ambassadors and their groups throughout the programme. You will be the first escalation point for Summer School Ambassadors, providing advice and guidance to enable them to support the students within their group. You will be a positive role model to all students and Ambassadors on the programme and will consistently lead by example. As an employee of the University you will demonstrate professionalism and uphold the highest standards of behaviour at all times.

Your responsibilities will include:

- Being a positive role model and lead by example at all times during the programme
- Representing Warwick professionally as a member of staff and an employee of the University and adhering to the staff code of conduct
- Adhering to safeguarding laws and Summer School policies and procedures at all times, and helping your fellow ambassadors do likewise
- Working closely with and communicate effectively with the Programme Team and the Night Managers to provide effective handover
- Leading, supervising and supporting the Summer School Ambassadors you are responsible for by providing information and resolving any issues that arise
- Ensuring any students with additional needs are receiving extra support from their Summer School Ambassador
- Supporting in the running of sessions, trips and social events at various stages during the Summer School
- Engaging with the students and talk through your experiences of applying to university, student life, your career aspirations and encourage the students to achieve their full potential and actively participate in the Summer School
- Keeping an issues log of any problems that arise so that this can be reported to the Programme Team in a systematic way
- Assisting the Programme Team in the resolution of issues as they arise by seeking advice and following direction
- Creating and maintain a central repository of frequently asked questions and disseminate this information in a timely and appropriate manner
- Reporting any incidents which occur to a member of the Programme Team in line with the Summer School Escalation Policies; this includes any incidents involving other ambassadors in addition to the students, or which may impact on our students
- Covering the role of Summer School Ambassador where necessary, for example to enable appropriate rest time, or in the case of sickness
- Providing support overnight to the Night Managers in case of emergencies

Skills and Experience

To be appointed to the role of Lead Summer School Ambassador, it is essential that you demonstrate the following:

- You are a current postgraduate or final year undergraduate Warwick student
- You have worked with young people before and understand the safeguarding challenges when working with minors
- You have experience of working on a residential programme, either at Warwick or in a similar environment
- You have knowledge of the University's support services and Halls of Residences
- You have experience of providing administrative or customer service support within a team
- You have experience of supervising or directing others to ensure that the team's aims are delivered
- You have excellent organisational skills with the ability to work in a fast paced, demanding environment and follow instructions fully
- You can show evidence of team working skills, resilience and taking the initiative
- You have highly developed interpersonal skills with the ability to communicate effectively with people from diverse backgrounds, particularly younger people
- You have the ability to deal with issues calmly and effectively, knowing when to escalate and to whom
- You will be able to work independently with limited instructions and demonstrate flexibility
- You are enthusiastic and willing to join in with activities and events and support others
- You have a positive outlook and a mature approach to working with others and solving problems
- You are reliable, fully committed and able to act as a role model to set standards of expected behaviour

Lead Summer School Ambassadors are required to complete an enhanced DBS check and right to work check and must be in the UK to complete this