

Warwick Pre-University Summer School 2025

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.

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. Summer School Ambassadors will take primary responsibility for students on the programme, ensuring the welfare of minors in line with safeguarding laws and Summer School policies and procedures.

Ambassadors will also create a welcoming and inclusive environment, encourage active participation in the programme and enhance the student experience by sharing their own University experiences and organising and leading evening activities. It is essential that you are able to communicate well and work efficiently as part of a team for the role. As the programme is very fast paced, 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 period of the programme.

Dates and Hours

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

Training: 2 paid training days - Wednesday 9th July (online) and Monday 14th July (face to face).

Accommodation: You must move into the Halls of Residence on Monday 14th July.

You must be available for the entirety of the programme and the training days. You must be in the UK for both 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

£12.18 per hour plus £1.47 holiday pay. Accommodation is included for 11 nights and the programme is fully catered for 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 Summer School Ambassador will take primary responsibility for students on the programme, ensuring the welfare of minors in line with safeguarding laws and Summer School policies and procedures. You will create a welcoming and inclusive environment, encouraging active participation in the programme and enhancing the student experience by sharing their own University experiences and organising and leading evening activities. You will be a positive role model to all students 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 main responsibilities 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 adhere 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
- Taking charge of an assigned group of Pre-University Summer School students (no more than 12 students per group) for the duration of the Summer School
- Taking responsibility for your group of students in particular during mealtimes, in the evenings, free time and during social trips, including staying in your flat overnight in Halls of Residences for the whole of each night. You are not on call during overnight hours, however you must still follow the health and safety requirements of the Summer School during this time
- Providing extra support to students within the group who may have additional needs
- Monitoring behaviour and ensure the code of conduct is adhered to at all times by students
- Supporting in the running of sessions, trips and social events at various stages during the Summer School
- Arranging fun games/activities to keep students occupied during social time on campus
- Engaging with the students and talk through your experiences of applying to university, student life and your career aspirations
- Encouraging students to achieve their full potential and actively participate in the Summer School
- Reporting any incidents that occur to a Lead Summer School Ambassador immediately; this includes incidents involving other ambassadors in addition to the students
- Assisting the Summer School Programme team with general duties and tasks and with the arrangements for social time activities and other logistics
- Working closely with and communicate effectively with the Lead Summer School Ambassadors and the Summer School Programme team

Skills and Experience

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

- You are a current undergraduate or postgraduate Warwick student
- You are currently, or have been, a Student Ambassador, or undertaken mentoring either at Warwick or elsewhere
- 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 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

Summer School Ambassadors are required to complete an enhanced DBS check and must be in the UK to complete this and a Right to Work check