



Working for Ardmore

Ardmore Language Schools run high-quality summer English courses for international students in 19 centres across the UK. We proudly hold British Council accreditation and are the first language school in the UK to have received Travel Safe Gold Accreditation.

Every year we carefully select over 400 summer staff from thousands of applicants from the UK and Europe to deliver our dynamic and engaging programmes. We offer residential and non-residential positions and, where possible, let applicants choose a location of their choice. Our standard contract length is for four weeks, however, we offer extensions of up to four weeks in the summer. We also have positions available at Easter and throughout the year during the off season.

*****Recruitment for Summer 2019 opens in January 2019. We hope to hear from you!*****

Our Recruitment Process

At Ardmore, our Recruitment Team assess candidates according to the following principles:

- Candidates are given equal access to information about the job vacancy.
- Candidates are considered objectively based on how well their application fits the job description.
- Interviews and the selection process are applied equally and consistently to candidates.
- Selection methods are reliable and free from bias or discrimination.
- Candidates are assessed with our highly regarded safeguarding policy in mind.

Steps to Apply:

1. Carefully look at our job descriptions to decide which position will best suit your skill set and work experience.
2. Refer to our list of centres to ensure that you will be available for at least 4 weeks in the stated periods and select your preferred Centres.
3. Apply through our online staff portal using the links on our website. Make sure that you complete your application in full to show us why your experiences, qualifications and skills best suit the position!

*Please be aware that the Recruitment Team will only consider online applications and will not consider or refer to CV's in fairness to all applicants.

What Next?

Screening

The Recruitment Team will review each application objectively to decide how well the applicant meets the role specific specification on the relevant Job Description.

Interview

Candidates are then given the opportunity to build upon their application and showcase why they are a good match for the role. The candidate will also have the opportunity to ask any questions they may have about Ardmore or the role they have applied for.

Short-Listing

Shortlisted candidates will be invited to an interview by the Recruitment Team.

Review

All of our interviews are reviewed on a weekly basis. If you are successful at Interview Stage, then you will be offered a contract of employment with Ardmore.

Conditions of Employment at Ardmore:

Visa Requirements

Ardmore Language Schools Ltd cannot consider candidates who do not possess the required visa status and/or work permit for the UK due to the temporary nature of our summer positions. If you possess the appropriate documentation, you will be required to provide evidence in support of your application.

References

All of our job offers are subject to Ardmore receiving two satisfactory references. Each reference must clearly outline the candidate's suitability to work with children and their suitability for the position.

Enhanced DBS Certificate and/or Police Checks

Safeguarding and student welfare is a priority at Ardmore. To comply with our accrediting body and duty of care to our students, all Ardmore staff MUST hold a valid Enhanced DBS certificate to secure their position. Non-UK candidates must seek Overseas Police Checks and these will need to be translated into English. Where circumstances apply, it may be possible that we will require both. Overseas police checks may also be referred to as Letters of Good Conduct.

We look forward to receiving your application!

If you have any technical problems with the online form, please contact us on jobs@theardmoregroup.com or 01628 826699.