

‘Client Services Officer/English Teacher’ at Eurocentres Bournemouth

Eurocentres, a consultant to the Council of Europe for language learning since 1968, has provided top quality language teaching through our worldwide network for over 60 years. Our mission is to prepare students to study, work and live successfully in a foreign language and culture, contributing towards a better understanding among people everywhere by helping to bridge national, cultural and social barriers.

We are now seeking to recruit a Client Services Officer/English Teacher to take on an exciting new role at Eurocentres Bournemouth.

This is a fixed-term role for 3 months, with flexible hours from 20-40 per week depending on operational requirements (June-Sep 2019)

Duties & Requirements

The successful applicant will be a key member of staff at Reception, providing outstanding customer service to our students and visitors, dealing with requests and queries as required.

Your other duties will include maintaining student records, managing the local school expenses, organising and participating in social programme events and selling excursions & trips.

In addition, you may be asked to provide emergency cover teaching in the mornings and/or cover afternoon lessons.

The ideal candidate will be a CELTA-qualified English teacher with excellent people skills looking to embrace a varied and challenging role. You must be outgoing and friendly, enjoy a fast-paced work environment and be able to handle pressure. Ideally you will have some administration experience, knowledge of students’ needs and welfare issues, plus an interest in international education.

Hours

20-40 per week depending on operational requirements. Hours would fall between 08:00-17:30.

Salary Range

Client services work: £10.10/hr; teaching work: £13/hr. (Depending on experience).

Application process

If you feel you have the necessary skills, experience and interest for this position, please send an up-to-date CV with a separate covering letter to:

Jon Clayden: jclayden@eurocentres.com