

Atlas Language School is a multiple award winning language school with operations in Ireland, the UK and Malta. Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team which looks after students from all over the world who come to Ireland to learn English!

Title: Clare General Internship

Internship duration: From 29th July 2024 to 14th or 21st February 2025 (for 6 months of internship and 2 or 3 weeks that the school is closed and no work is done). Full time internship (35-36 working hours per week), Monday to Friday from 8.30 am to 4.30 pm, with a 1 hour lunch break included.

It is important to note that due to the time of the year, the school will be quiet during November, December and January. The school will have very few groups and the intern will need to be able to work independently.

Purpose of Position: The Atlas intern will provide support in all the departments of the school (Academics, Social Programme, Accommodation, and Groups).

Accountabilities: This position reports to the Social Programme Coordinator, Academic Coordinator, and Accommodation Manager.

Key Duties and Responsibilities:

The following points outline the main areas in which the intern will work, but tasks need not be limited to the list below:

- Entering and booking students and groups into the school system as required
- Entering group details in documents e.g. Groups Overview, Calendar, group bookings
- Contacting agents to provide them with level tests
- Following up on assessment tests and adding them to the system
- Preparing registers / QR codes for groups classes
- Checking attendance daily and advising the core team of any absences
- Printing certificates and bringing them to class / giving to the teacher
- Collecting feedback forms online, evaluating the data and filling out feedback reports
- Creating and editing 'Activity info sheets' for specific activities
- Assisting student coordinator with scheduling
- Being a Social Programme Leader for groups or adults on activities
- Helping the Student Coordinator plan and execute activities / come up with new activities
- Organising and being in charge of seasonal activities at school
- Talking to students and group leaders to encourage participation in the programme
- Creating content for social media related to the Social Programme
- Running errands occasionally
- emailing families
- following up on feedback from students
- checking in with students regarding homestay

- sending drivers their pickup and dropoff information
- sending student info to host families
- creating and updating student/family lists on booking system
- adding host family feedback to the system
- printing lists and generally helping out depending on the needs of the accommodation department
- if necessary helping with airport pick ups
- helping with garda vetting, submitting information and logging disclosures
- Preparing and updating guidelines and code of conduct for new students
- ‘walk arounds’: going from class to class on Mondays telling students about upcoming activities as needed
- updating booking system and spreadsheets
- Helping with seasonal activities at school
- Taking groups on Social Programme activities if required
- Creating content for social media related to the Social Programme if required
- Assisting the Operations team with any required tasks

Compensation and benefits:

Salary: €500 per month

Accommodation: 4 free weeks in a host family homestay (self-catering); after this, if you’d like to stay with the host family, it would cost €120 per week (self-catering). In addition, we will cover the bus cost to get from Dublin to Ennis and back. You will receive 10 paid days of holiday for a 6 month internship.

Application:

Please contact hr@atlaslanguageschool.com with a copy of your CV and the name of this internship in order to apply.