

Transport and Attractions Booking Assistant Job Description

Title: Transport and Attractions Booking Assistant

Reports to: Head of Logistics

Location: Paddington area, London

Contract Type: Seasonal (Between April and August, length and exact dates TBC)

Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

Overview of the position

The Transport and Attractions Booking Assistant is a vital role during our high season, assisting in the planning and management of bookings related to various aspects of our summer camps. This role involves close communication with campus staff and external service providers to organise attractions, public transport, coach services, and airport transfers for our student groups.

General Responsibilities

Attractions Booking:

- Assist in planning and booking visits to various attractions as part of the leisure programme.
- Coordinate to make bookings of attractions and ensure bookings are confirmed as needed.

Public Transport and Coach Coordination:

- Help in organising public transport and coach services for trips and excursions.
- Ensure that transport arrangements align with the camp schedule and student needs.

Airport Transfer Management:

- Assist in coordinating airport transfers for arriving and departing student groups.
- Work with transport providers to ensure punctuality and safety of transfers.

Communication and Collaboration:

- Maintain effective communication with campus staff to coordinate transport and attraction bookings.
- Collaborate with the operations team to ensure all bookings align with overall camp plans.

Administrative Support:

- Perform administrative tasks related to bookings, such as maintaining records, preparing schedules, and issuing confirmations.
- Ensure accuracy in all booking-related documents and communications.

Problem-Solving:

- Address and resolve any issues that arise with bookings or schedules.
- Provide prompt and effective solutions to ensure minimal disruption to the programme.

Person specification

- Strong organisational and planning skills.
- Excellent communication abilities, both written and verbal.
- Ability to work effectively under pressure and meet tight deadlines.
- Proficient computer literacy and administrative skills.
- Collaborative and team-oriented mindset.
- Attention to detail and ability to work accurately in a fast-paced environment.

Application Process

To apply, please submit your CV and a covering letter outlining your suitability for the role to leisure@plus-ed.com and indicating your availability.

Safeguarding and Eligibility Checks

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example

with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.