



**Recruitment Pack for the role of**  
**Co-Curricular & Outdoor Education Assistant**



780  
Students



3-18  
Age Range



The only school in Milan  
passing all the UK Government  
Standards



37.3  
IB Points Average  
(Max. 45 Points)



100%  
9-4 IGCSE  
Grades



150+  
Staff



50+  
Nationalities



50+  
Years of World-Class  
Education



100+  
Co-curricular  
Activities

Type of School: Co-Educational, Not-for-Profit

Yearly Fees: from 14.490€ to 22.890€

Memberships



Leading  
Independent  
Schools





## ABOUT THE BSM

### HISTORY

The British School of Milan (BSM), formerly Sir James Henderson School, was founded in 1969.

The original objective of the school was to serve the British community of Milan and provide its members with a British education from the age of 3 to 18 years.

Recognised by the Italian Ministry of Education, pupils are now able to transfer to other Italian schools and are accepted into Italian universities as well as universities across the world.

Today, the BSM is a British international, not-for-profit, independent school and a flourishing IB World School. It houses approximately 780 students aged 3 - 18 years drawn from a diverse range of over 51 nationalities.

### GOVERNANCE, SCHOOL LEADERSHIP AND MANAGEMENT

The British School of Milan (ETS - Ente Terzo Settore) is a not-for-profit organisation with the goal of establishing, organising, and managing high-quality British education, while also promoting other educational activities in Italy. The members and owners of the ETS are the parents of current students. The ETS owns 100% of the shares of The British School of Milan Srl, a commercial entity responsible for all teaching activities.

The Whole-School Senior Leadership Team (WSLT) is led by the Principal, who also serves as CEO, and includes the Head and Deputy Head of the Senior School, the Head and Assistant Head of the Primary School, along with the Chief Financial Officer.

The school employs over 150 highly qualified staff, with 95% of the teachers trained in the UK and being native English speakers.

For further information on the school, visit:

[www.britishschoolmilan.com](http://www.britishschoolmilan.com)



# THE ROLE

## Co-Curricular and Outdoor Education Assistant

<b>Contract &amp; Hours</b>	Permanent – Full time
<b>Important Information</b>	The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks or other relevant background checks.
<b>Purpose and objectives of role</b>	<p>The Co-curricular Assistant will support the school's Director of the Co-Curriculum in the delivery and expansion of this key area of school life. The successful applicant will take the lead in developing the outdoor enrichment offered at the school and explore ways to expand the provision. Just as we celebrate the academic successes of our pupils, so too we encourage them all to participate actively in our school's thriving co-curricular programme and to support the wider character development.</p> <p>The key objectives are:</p> <ul style="list-style-type: none"> <li>To lead on developing all aspects of outdoor enrichment offered at the school.</li> <li>To introduce the Duke of Edinburgh Gold Award as part of our offer for this award scheme.</li> <li>To lead on developing co-curricular provision before school and at lunchtimes.</li> <li>To develop a coherent range of school societies across the school.</li> </ul> <p>As a member of the Co-curricular Department, there will be an expectation that the individual will contribute to both the planning and delivery of activities within the co-curricular programme and to assist in achieving the aims for this area of school, as set out in the School Development Plan.</p>
<b>Duties and Responsibilities</b>	<p>Set out below are the main responsibilities of the role:</p> <p><b>Programme Planning:</b>            Establish and lead an outdoor enrichment programme across the Primary and Senior Schools. This will include the introduction of the Duke of Edinburgh Gold Award.            Broaden and coordinate the before school and lunchtime co-curricular programmes.            Establish and develop school societies across both the Primary and Senior School.            Assist in the development and provision of the after-school co-curricular programme.            Collaborate with teachers, pupils, and external partners to ensure successful programme delivery.</p> <p><b>Pupil Engagement:</b>            Encourage, motivate and monitor pupils' participation in co-curricular activities, as part of the school's 'everyONE' initiative.            Provide a range of outdoor enrichment opportunities, both locally and further afield, that are appealing to a range of ages and pupil interests.            Promote the co-curriculum to pupils who have Creativity Action and Service, and other service-related interests and obligations.</p> <p><b>Activity Delivery:</b>            Have a willingness and expertise to lead and be involved in the delivery of co-curricular activities.            Have experience in the delivery of outdoor adventurous activities and the Duke of Edinburgh Award.            Understand and be able to deliver the necessary requirements to deliver all activities safely.</p> <p><b>Administrative Support:</b>            Manage and coordinate staffing for related outdoor activities and excursions.            Maintain accurate records of pupil participation and achievements.            Support in the process of activity scheduling, recruitment, and coordinating staff payment.</p>

# THE ROLE

---

## Co-Curricular and Outdoor Education Assistant

### Duties and Responsibilities

**Event Management:**

Lead and assist in organising school co-curricular events, productions, performances, and trips.

Adhere to school policies and safety regulations when organising co-curricular events to ensure that activities, trips and events are delivered safely.

Assist in the production and review of activity and venue risk assessments.

**Communication:**

Serve as a point of contact between pupils, parents, and staff regarding co-curricular activities and outdoor enrichment.

Promote activities through newsletters, social media, and school announcements.

The School reserves the right to vary or amend the duties and responsibilities of the post holder at any time according to the needs of the business.

In exceptional circumstances, the post holder will be required to undertake other duties and responsibilities to support workload peaks, skill shortages, to ensure priorities are met. This will be sensitive to available resources and individual skills and will be generally in the same area.

The role is a full-time role but consideration can be given to part-time working for the right candidate. The ability to work flexibly to meet the needs of the role are essential.

# PERSON SPECIFICATION

---

The Person Specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. In addition, it is expected that the successful applicant will have, and can demonstrate the following essential characteristics:

Co-Curricular and Outdoor Education Assistant	
<b>Education and qualifications</b>	<ul style="list-style-type: none"><li>• A good degree;</li><li>• Experience of working in education, administration, event/activity management, or a related field;</li><li>• Hold a recognised outdoor education qualification, such as Mountain Leader (Summer), Rock Climbing Instructor, BC Paddlesport Leader/Paddlesport Instructor &amp; Canoe Award;</li><li>• A commitment to safeguarding and promoting the welfare of children and young people</li></ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"><li>• Strong organisational and multitasking abilities;</li><li>• Excellent communication and interpersonal skills;</li><li>• Ability to work collaboratively with a diverse group of individuals;</li><li>• Proficiency in using various ICT platforms;</li><li>• Passionate about holistic education and pupil development;</li><li>• Creative and proactive in problem-solving;</li><li>• Flexible and adaptable to changing needs and priorities;</li><li>• Efficient and able to work fastidiously to deadlines;</li><li>• A strong desire to support others and to take on board feedback and suggestions;</li><li>• A capacity for hard work and flexibility to work the hours needed to fulfil the role.</li></ul>
<b>Other</b>	Committed to safeguarding and promoting the welfare of children and young people

# HOW TO APPLY

---

Please [complete the job application form](#).

Include the following:

- Cover Letter + Comprehensive CV (upload in PDF)
- Information related to your current salary
- Names and email addresses of two Referees

Your Referees will not be approached until the final stages and not without prior permission from candidates

If you have any questions regarding this role, or require any assistance with the application process, please contact [employment@bsm.school](mailto:employment@bsm.school).

The British School of Milan is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including comprehensive criminal record checks.



“

---

*'We are absolutely happy with the progress of our son at the BSM. He has easily settled, after a very short period of time he was calling other children 'friends'. That was amazing! I think this is the best international school in Milan. I strongly recommend it!'*

**Parent Testimonial**

“

---

*'What drew me here really was the reputation of the school. It has a reputation for academic excellence, but also its reputation for the quality of pastoral care and the support that it offers the students... And you see the quality of education each and everyday, you see the quality of care that happens every single day and it's brilliant to be part of this fantastic team.'*

**Jonathan Massey  
Director, Sixth Form**

“

---

*'Teachers support me to make sure that I can do my best - even though I need more help than others.'*

**Year 10 Student Testimonial**

## NOTE

Although this document is designed to give a fair picture of the nature of the role and conditions of employment, it does not represent a legally binding contract. A separate contract of employment will be submitted for that purpose upon receipt of references and acceptance of a verbal offer made to the successful candidate and child protection screening is successful.

## PERSONAL DATA

In line with GDPR, we ask that you do NOT send us any information that can identify any of your Sensitive Personal Data (*racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data*) in your CV and application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your CV/application documentation will be understood by us as our express consent to process this information going forward. Please also remember to not mention anyone's information or details (e.g. referees) who have not previously agreed to their inclusion



The British School of Milan

Via Pisani Dossi 16, 20134 Milan (MI) Italy Tel. +39 02 210941  
info@bsm.school - britishschoolmilan.com