

Melton College, York. Teams 2023

Leadership

Andrew Hjort

Elizabeth Hiley

As the title suggests, this is about representing the College, leading, encouraging and guiding

Finance

Claire Rankin

Katie Davis

Andrew Hjort

Mark Harris

Supporting the student pathway for both direct and partner bookings, managing College invoices, prep for payroll and for homestay payments.

Human Resources

Katie Davis

Andrew Hjort

Peninsula UK

The management, maintenance and provision supporting the implementation of HR policy and best practice

Activities & Excursions

Jake Millson

Andrew Hjort

Planning, managing and promoting activity programmes

Safeguarding

Jake Millson

Andrew Hjort

Denise Lloyd

Katie Davis

Implementing and following best practice. Providing a safe, happy and reassuring environment for all, but especially our under 18s

Student Pathway

Mark Harris

Andrew Hjort

Denise Lloyd

The pathway leads/guides parents, partners and students from interest to application to course to feedback. The provision, management and monitoring of our Emergency Contact procedures

Academic Management

Richard O'Neil

Jake Millson

Andrew Hjort

All aspects of AM including selection, induction, monitoring and development of staff. Also course and material design.

Campus Management

Mark Harris

Katie Davis

Andrew Hjort

Peninsula UK

The maintenance of buildings, grounds and equipment. The implementation of appropriate HS procedures

Melton Guest House

Andrew Hjort

Sara Mountain

Mark Harris

Managing bookings systems, menu planning and liaising with CM for Stock Control.

Accommodation

Denise Lloyd

Mark Harris

Andrew Hjort

Finding, inducting, managing, auditing and developing our homestay provision. Matching students to hosts

Transport

Mark Harris

Andrew Hjort

Transfers, taxis and coach bookings for excursions. Also the management of bus passes

Exam Centre

Katie Davis

Andrew Hjort

Managing an IELTS centre as required by the partners. Marketing IELTS exams to individuals and schools

Teaching

Richard O'Neil

Jake Millson

Nigel Sale

Matthew Hallett

Mike O'Rourke

Safe and happy language learning using an inspiring location to provide inspiring, useful lessons

Marketing & Promotion

Andrew Hjort

Katie Davis

Elizabeth Hiley

Working with organisations, partners and individuals to promote our vision for language learning

External workers/providers in RED