



THE BRITISH INTERNATIONAL SCHOOL



The British International School, based in London, is proud to present a new and interesting internship programme for international university students. We are aiming to offer students more job opportunities with a wider range of experience.

We are always looking for highly motivated and talented interns interested in joining our team and putting their knowledge into practice. An internship with us represents an enriching opportunity for the candidate to experience a dynamic working environment and to acquire and improve professional skills in a stimulating international setting.



The available internship positions at the British International School are:



Travel Agency Assistant

- Selling touristic programmes and services to potential clients.
- Dealing with programme planning.
- Interacting directly with potential, new and existing suppliers (accommodation, transports, restaurants, tour guides and activity centres).
- Making and confirming bookings with suppliers.
- Looking after and assisting incoming groups of students and individual tourists.
- Welcoming the students and tourist at the airport and accompanying them throughout London.
- Registering purchases and sales invoices, bank statements and other relevant documents.



Human Resources Assistant

- Creating Universities databases and contacting them to recruiting potential Interns.
- Assisting the HR Manager in selecting interns, planning and arranging their internships.
- Dealing with the daily management of the Interns in-house (holidays, overtime, shifts, during and post-internship documents).



Receptionist

- Welcoming visitors and introducing them appropriately.
- Answering, screening and forwarding any incoming phone calls to the right department.
- Receiving and sorting daily mail.
- Maintaining security by following specific procedures and controlling access.



Manager Assistant

- Analysing the target market.
- Creating databases of potential customers.
- Promoting the company's services by contacting potential customers both via email and telephone.
- Creating contracts and issuing invoices for clients.
- Classifying and registering purchase and sales invoices, bank statements and other relevant documents.
- Administrative tasks related to the daily business.



IT & Programmer Assistants

- Maintenance of printers, multifunctional devices, telephone systems.
- Managing IT infrastructure.
- Maintenance of the servers.



Creative Assistant

- Creating several visual supports such as logos, brochures and advertising images.
- Developing web pages and managing webmaster tools and plug-ins.
- Management of Social Media networks.

Company's information:

The British International School, based in London, specialises in school trips, study holidays and work experience for groups of International students coming to London, other European destinations and New York.

Our study programmes aim to develop students' enthusiasm and interest in learning English through a system which combines education, cultural immersion and entertainment.

Legal Name of the Company: International Student Services CS Ltd

Trading Name: The British International School

Legal and Head Office: 27 - 37 Station Road, Hayes, London, UB3 4DX

Company Number: 10073850

Exempt of V.A.T: VAT notice 701/30 Education & Vocational Training

Number of employees: 2

Legal Representative: Carmela Altobelli

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