



# British International School

*School of Languages & Integration Programmes*

## **Opportunities for internships in London**

The British International School is a British Council-accredited language school headquartered in Hammersmith, London. The school offers a full range of English language courses. In addition, it hosts study holiday groups of school students – mainly in London but also in Edinburgh and New York.

### **Marketing Department** - Intern positions - Hayes, London

The marketing department has an exciting opportunity for a bright and enthusiastic Marketing Executive who wants to gain experience in marketing and sales. There will be regular meetings with our teachers so that interns develop their communication skills and learn what works in clinching a sale.

#### **Responsibilities:**

- Develop market research on several global targets depending on the Department priorities.
- Customers management delivering outstanding customer service.
- Contact potential customers by phone and email and drive through sales with a focus on speaking to the decision-maker.
- Providing assistance to Marketing Manager in dealing with daily duties and in marketing planning.
- Work for 4/8 hour shifts at the same time in the 24-hour schedule, determined by which part of the global market they are targeting and by the role.
- Work five days a week.

#### **Requirements:**

- Interns will need a minimum level of English at B2 as defined by the Common European Framework of Reference.
- Organizational skills.
- IT skills with knowledge of Microsoft Office.
- Interpersonal and communication skills.

They will receive two or three hour English tuition for three days a week, with a focus on business and marketing English.

There may be opportunities for Marketing Department interns to transfer to Group Assistant interns (see below) if their skills are more suited to that role.

### **British International School** - Intern positions - Hammersmith, London

Group Assistant interns work with our study holiday groups. This is an opportunity for anyone who wants to improve English language skills and/or for those who want tourist industry-related experience. Holiday study group visits last from one to three weeks. Each has a tailor-made programme that can include trips to the sights and cultural institutions of London and places of interest within a day's reach of London; social and leisure activities including sports, shopping and club nights; visits to schools in London, both state and private; English language and theatre classes; accommodation in hotels or with host families.

## **Responsibilities**

- ensure a group's stay goes as smoothly as possible
- liaise with the Group Coordinator and teachers from the visiting school and also with tour guides and activity leaders
- accompany the group as they move around London, making sure they get to different destinations on time
- Work a flexible week including mornings, afternoons, evenings and weekends depending on the needs of the group.

Interns will need a minimum level of English at B2 as defined by the Common European Framework of Reference. They will receive two or three hour English tuition for three days a week, with a focus on general English for Group Assistant interns.

There may be opportunities for Group Assistant interns to transfer in the Marketing Department if their skills are more suited to that role.

## **Length of internship**

We are looking for people who can commit to a minimum of three months and preferably at least six months. Priority will be given to those who can stay longer. The positions are available throughout the year.

## **English language tuition**

Interns will need a minimum level of English at B2 as defined by the Common European Framework of Reference. They will receive two or three hours English tuition each working day, with a focus on business and marketing English for Call Centre interns and general English for Group Assistant interns.

## **Accommodation**

We do not offer accommodation. Interns can often find cheap accommodation in the Hayes area. Another possibility is the bustling suburb of Ealing, a ten-minute train ride from both Hayes and Hammersmith, where accommodation costs less than many parts of London. Ealing and Hayes are 10 and 20 minutes from central London by a regular train service. Hammersmith is a short bus or tube ride from the centre.

Note: The internships are to be considered unpaid and we advise you to apply for a scholarship.

You can find more information about British International School at [www.bischool.co.uk](http://www.bischool.co.uk).

Kind Regards

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