



Twin Vacation Courses

2nd Floor, 67 - 71 Lewisham High Street, London, SE13 5JX, United Kingdom.

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Job Description

Job Title: Centre Support and Welfare Manager (CSWM)

Responsible to: Centre Manager (& HQ Programmes Manager)

Job purpose: To provide all-round support to the management team, assisting with the smooth operation of the Centre wherever required; ensuring the supervision of students at meal and bed times, plus providing some welfare and supervisory support. Must be qualified to teach, as per the requirements listed in the teacher's job description.

Main Duties to include:

- To assist other managers when required.
- To assist in the day-to-day operations of the centre.
- To be responsible for individual students and their welfare, including their departures and providing an escort off premises where necessary.
- To manage the supervision duties. This will include meal, bedtime and other supervision duties where required. The CSWM will be the principal supervisor during meal and bedtimes (except on days off).
- To be responsible for the care of any sick students. Responsible for the reporting of sick students to the CM and for escorting them off premises for medical treatment if necessary.
- To collate the weekly paperwork for the centre, e.g. petty cash and time sheets...
- To keep records of petty cash in conjunction with the CM
- To liaise with Head Office support staff
- To assist the CM and DOS with departure arrangements, including assisting the DOS with the end of course certificates.
- To assist with the marking of placement tests
- To assist the DOS with academic issues
- To assist the CM/DOS/Act M in compiling an end of course reports
- Responsible for implementing and maintaining a good filing system for the Centre Management Team
- Responsible for checking the centre email account regularly during the day.
- Responsible for collecting and recording class attendance details from teachers.
- Responsible for collecting and recording activity attendance details from Activity Organisers.
- To assist the CM in all meetings, taking and filing minutes etc.
- To assist with activities if required
- To man the Centre Office at certain periods during the day.
- Answering the Centre telephone
- Photocopying and other general administrative support.
- To assist the CM with room allocation, if required.
- To teach as required (it is envisaged that there will be less or no teaching at the start of the course and in peak times, but will average approx 15 hours per week over the summer).
- Any other reasonable/appropriate duties.

This description is intended as a guide only to the main duties of your job and the principal terms of employment. A full job description with guidance notes and advice is available in the Activity Manager's Handbook.



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Person Specification

No formal qualifications are necessary. However, applicants should be at least 18 years old with the necessary maturity to undertake responsibility for groups of students aged between 10 and 18 years old.

Essential requirements:

- Must be computer literate.
- Ability to work in a fast paced and high-pressure environment.
- Flexibility.
- Must be able to demonstrate good time-management skills.
- Must be able to demonstrate the ability to work as part of a team.

Desirable, but not necessary:

- Summer school experience.
- Administrative experience.
- Experience supervision/working with children
- Teaching experience is desirable

The most important requirement is that applicants are enthusiastic, energetic, outgoing and keen to make a decisive contribution to all the aspects of a course.

Remuneration will be at a competitive rate, depending on the experience of the individual applicant.

