



Twin Vacation Courses

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

Tel: 0870 777 5205 • Fax: 0870 777 5206

Overseas Tel: +44 (0)20 8297 1132 • Overseas Fax: +44 (0)20 8297 0984

Email: sales@twinuk.com • Website: www.twinuk.com

Job Description

Job Title: Centre Manager

Responsible to: Head of Summer Centres & Summer Operations Manager

Job purpose: To oversee the smooth operation of the academic programme, the excursion & activities programme, the staff and students in the centre.

Main Duties:

- Site set up
- Maintaining regular (daily) contact with Summer Operations Manager
- Group Leader liaison; responsible for student and staff welfare
- Collecting damage deposits from groups/individuals
- Budget and cost control
- Arranging daily Group Leader meetings
- Arranging daily meetings with college representative
- Weekly excel Management Information updates
- Writing the staff rota with the collaboration of the Activity Manager & Academic Manager
- Dealing with day-to-day problems and implementing workable solutions
- Informing line manager/HQ immediately about any serious incidents
- Completing Incident Reports with full details
- Overseeing the activities programme – excursions, activities and quality control
- Overseeing the teaching programme - timetabling, teacher support and quality control **
- Consulting HQ re.: cancelling and making (additional) bookings where necessary
- Liaising with Twin Head Office re: registrations, accounts, recruitment and operations
- Managing the weekly expenses budget
- Liaison with college administrative staff on site
- Overseeing the organisation of student accommodation in residential centres
- Liaison with local accommodation organiser (if centre offers homestay accommodation)
- Administrative duties: filling in weekly returns for salaries, staff attendance, petty cash etc.
- Staff induction, management and support
- Responsibility for student induction and farewell procedures, transfer procedures, student progress and satisfaction
- In small centres and/or when student numbers are low, some teaching and/or activities work may be required
- Ensuring all students are in bed at the agreed time, carrying out a nightly campus patrol
- Completing a detailed End-of-Course report.
- Checking all items in the Centre Pack are returned and packed up ready for collection

***In our larger centres this will be taken on by an Academic Manager/Director of Studies*

This description is intended solely as a guide 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 Centre 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.

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