

Job Description

DEPARTMENT: Summer Centre

JOB TITLE: Centre Manager

REPORTS TO: Head of Summer Centres & appointed Operations Manager

RESPONSIBLE FOR: The day-to-day running of the summer centre and management of the on-site team.

Level: Manager (temporary, only during the Summer)

OVERVIEW OF THE ROLE

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

RESPONSABILITIES

- Site set up
- Maintaining regular (daily) contact with appointed 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 using the prescribed method
- Overseeing the activities programme – excursions, activities and quality control
- Overseeing the teaching programme - ensuring 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. – using the prescribed method
- Staff induction, management and support
- 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 / organising a nightly campus patrol
- Completing a detailed End-of-Course report using the prescribed method
- Checking all items in the Centre Pack are returned and packed up ready for collection

Note: This description is intended solely as a guide to the main duties of your job and the

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principal terms of employment. A full job description with guidance notes and advice is available in the Centre Manager's Handbook.

KNOWLEDGE/EXPERIENCE REQUIRED

Essential requirements:

- Must show team leader and management skills, or potential for it
- 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 also as part of a team
- Having a desire to improve management skills
- Must have experience of working in mixed nationality educational environments

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.

EDUCATION/QUALIFICATION DESIRED

- 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 9 and 17 years old.

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

The company reserves the right to vary or amend the functions and responsibilities of the post holder at any time according to the needs of the Company's business.

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