

# Centre Manager

## Job Description 2024



To apply, please complete the application form [here!](#)

The Centre Manager has overall responsibility for the centre, the team and the students. They oversee the smooth running of the course, manage all aspects of the centre and ensure that any problems are solved quickly and effectively. The preparation for the course, including the programme, transfers, excursions and accommodation administration, is all prepared in advance and handed over to the Centre Manager prior to the start of the course.

The Centre Manager's role is fundamental to the success of the centre. It carries a demanding workload and a great amount of responsibility. Round the clock support is provided by the Senior Leadership Team who visit frequently and are reachable on their mobiles day and night.

Person Specification		
Reporting to: Senior Leadership Team		
	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>✓ Proven leadership ability</li> </ul>	<ul style="list-style-type: none"> <li>✓ Previous summer school experience</li> <li>✓ Experience of language learning and/or EFL</li> <li>✓ Previous centre management experience</li> </ul>
<b>Skills and Knowledge</b>		<ul style="list-style-type: none"> <li>✓ Computer Literacy</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>✓ Energy and enthusiasm</li> <li>✓ A desire to work with young people from different cultures</li> <li>✓ Excellent communication and interpersonal skills</li> <li>✓ Diplomacy, professionalism and the ability to remain calm</li> </ul>	
<b>Legal requirements</b>	<ul style="list-style-type: none"> <li>✓ Full right to work in the UK</li> </ul>	
<b>Safer Recruitment Checks</b>	<ul style="list-style-type: none"> <li>✓ Minimum of 2 reference checks</li> <li>✓ Enhanced DBS Check</li> <li>✓ Overseas Police Check (if applicable)</li> </ul>	

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### Salary and Benefits

- ✓ Full-board accommodation is provided at no additional cost to you.
- ✓ Holiday pay will be added to your final pay packet.
- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary from £690.
- ✓ Assistant Centre Manager positions are available at some centres (starting at £575 per week). Please contact us for more information.

### Responsibilities

#### Pre- Course:

- ✓ To comply with the Centre Manager Handbook and to be familiar with all other team handbooks.
- ✓ Responsible for ensuring that the Operations and Safeguarding Handbook is adhered to by all the team and that good standards of Health and Safety are maintained at all times.
- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.
- ✓ Ensure that everything is in place for a successful start to the course (this involves spending a few days prior to the arrival of the students organising and preparing the centre and attending any management inductions).
- ✓ Prepare and lead a comprehensive team induction day ensuring that all the team are made aware of their responsibilities and duties.

#### During the Course:

- ✓ Take responsibility for the smooth operation of the course and to maintain the good name and reputation of UKLC at all times.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.
- ✓ Ensure the organisation of the centre complies with the British Council guidelines.
- ✓ Ensure that groups are met with a warm and efficient welcome and that all students attend the welcome talk and orientation.
- ✓ Work with all the team and group leaders to maintain team and student discipline.
- ✓ Motivate the team and create a positive team atmosphere.
- ✓ Hold regular meetings with the management team to support and manage their running of the teaching and activity programmes.
- ✓ Hold regular meetings with the team.
- ✓ Hold regular meetings with group leaders in order to clarify their areas of responsibility, get their feedback and ensure their co-operation.
- ✓ Hold regular meetings with the appropriate on-site centre teams (e.g., catering, sports, accommodation team) in order to maintain good communication and ensure a good working relationship.
- ✓ Devise team rotas in co-ordination with the Course Director and the Excursions and Activities Manager.



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### A Testimonial from a Former Centre Manager

I have only joined UKLC this year, despite having been a Centre Manager for a few decades now.

Besides being so experienced, professional, honest, reliable and super organized, what really makes the difference with this amazing company is the fact that they CARE!! They DO care about students and group leaders, and they DO care about their team members...and we feel that!

We work in a friendly environment, we feel supported at all times and our outstanding Senior Leadership Team is always there for us. I am so grateful and proud of being part of this Educating, Inspiring and Enriching family!!

**Beatrice, Summer 2023**

### Centres Available for Centre Managers

*You will also need to attend induction prior to starting your contract. Specific dates and times will be set closer to the time.*

Summer Centres	Centre Dates	Link
Clifton College, Bristol	7th July - 20th August 2024	<a href="#">Clifton College</a>
Dean Close School, Cheltenham	3rd July - 31st July 2024	<a href="#">Dean Close School</a>
Chester University	30th June - 11th August 2024	<a href="#">University of Chester</a>
King's College, London – Waterloo Campus	1st July - 26th August 2024	<a href="#">King's College London</a>
Reaseheath College, Nantwich	5th July - 2nd August 2024	<a href="#">Reaseheath College</a>
Queen Mary University of London	16th June - 11th August 2024	<a href="#">Queen Mary University</a>
UCFB, Wembley	1st July - 26th August 2024	<a href="#">UCFB Wembley</a>
Queen Anne's School, Reading	7th July - 4th August 2024	<a href="#">Queen Anne's School</a>
Bootham School, York	8th July - 5th August 2024	<a href="#">Bootham School</a>

This job description is an outline of your main responsibilities. Within the context of your contract of employment, the company may, within reason, request you undertake other tasks and duties as needs dictate.