



Centre Manager

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

At UKLC, we provide residential and homestay English language and activity programmes for international students aged 11-17 years. Our aims are simple: to Educate, Inspire and Enrich future generations. We are passionate about providing life-changing experiences for young international learners.

As a Centre Manager, you will be responsible for the overall operation of the centre, managing the team, and ensuring the success of all aspects of the programme. With preparation work completed in advance, you will oversee daily operations, motivate your team, and address challenges effectively while maintaining UKLC's reputation for excellence.

Job Description

Contract Type: Fixed Term

Reporting to: The Senior Leadership Team

Pre-Summer Preparation

- ✓ Attend the pre-summer online training.
- ✓ Attend the pre-summer Management Training.
- ✓ 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).

Summer Delivery

- ✓ Prepare and lead a comprehensive team induction day ensuring that all the team are made aware of their responsibilities and duties.
- ✓ Take responsibility for the smooth operation of the course and to maintain the good name and reputation of UKLC at all times.
- ✓ 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.
- ✓ Teach if necessary (qualified team members only).
- ✓ To maintain regular contact with the Senior Leadership Team.
- ✓ Deal with all student and group leader enquiries/problems quickly, calmly and effectively.



Feedback, Communication and Administration

- ✓ 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 Excursion and Activity Manager and record team hours.
- ✓ Maintain records effectively regarding students, the team, damage, accidents and meetings.
- ✓ Manage the petty cash fund, adhere to budgets, keep receipts of any money spent and submit weekly accounts to Head Office.
- ✓ Complete exit feedback at the end of your contract.
- ✓ Write (in conjunction with the Management Team) brief appraisals for all team members.
- ✓ Ensure a smooth shut down procedure at the end of the course and return of all materials.
- ✓ Submit a summary report at the end of the course.

Safeguarding and Professionalism

- ✓ UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy. All successful candidates will need to complete Prevent and Safeguarding e-learning.
- ✓ 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.
- ✓ Complete the Safeguarding, Prevent and Child Mental Health online training courses.
- ✓ Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.



Working Hours

Centre Managers will work up to 60 hours a week based on a six-day working week.

Salary and Benefits

- ✓ All salaries are paid monthly in arrears.
- ✓ Weekly salary (including holiday pay) is £829.32
- ✓ Holiday pay will be added at the end of contract.
- ✓ Full-board accommodation is provided.

- ✓ Assistant Centre Manager positions are available at some centres, starting at £565.95 (including holiday pay) a week based on 42.5 hours across a six-day working week. Please contact us for more information.



Person Specification

- ✓ Essential
- Desirable

Experience

- ✓ Proven leadership ability.
- ✓ Previous summer school experience.
- ✓ Experience of language learning and/or EFL.
- ✓ Previous centre management experience.

Skills and Knowledge

- Computer Literacy

Personal Qualities

- ✓ Energy and enthusiasm.
- ✓ A desire to work with young people from different cultures.
- ✓ Excellent communication and interpersonal skills.
- ✓ Diplomacy, professionalism and the ability to remain calm.

Legal Requirements

- ✓ Full right to work in the UK.

Safer Recruitment Checks

- ✓ Minimum of 2 reference checks.
- ✓ Enhanced DBS Check.
- ✓ Overseas Police Check (if applicable).



Available Centres

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

-  King's College, London (30th June – 25th August 2025)
-  Queen Mary University London (22nd June – 24th August 2025)
-  Clifton College, Bristol (8th July – 19th August 2025)
-  Dean Close School, Cheltenham (2nd July – 13th August 2025)
-  Queenswood School, Hatfield (7th July – 4th August 2025)
-  Queen Anne's School, Reading (6th July – 10th August 2025)
-  Chetham's School, Manchester (6th July – 3rd August 2025)
-  Reaseheath College, Nantwich (4th July – 1st August 2025)
-  University of Portsmouth (7th July – 4th August 2025)
-  St Swithun's School, Winchester (13th July – 10th August 2025)
-  Bootham School, York (7th July – 4th August 2025)

Join Us!

As a Centre Manager at UKLC, you will play a pivotal role in creating meaningful experiences for young learners. Bring your energy and enthusiasm to inspire students, enrich their lives, and help deliver a summer they will never forget.

Ready to inspire? [Click here to apply!](#)

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.

