

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 8-17 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 an online pre-summer training session and in-person induction.
- Attend the team induction and lead the centre setup.
- Attend the pre-summer Management Training.
- Ensure that your centre and team are fully prepared for the start of the course. This will involve spending a few days prior to the students' arrival organising and prepping the centre.

Summer Management and Delivery

- Prepare and lead a comprehensive team induction day.
- Be part of a rota of overnight duty manager care alongside the Excursion and Activity Manager and Course Director.
- Ensure that groups are met with a warm and efficient welcome and that all students attend the welcome talk and orientation and are briefed on fire safety.
- Take responsibility for the smooth operation of the course.
- Maintain the good name and reputation of UKLC at all times.
- Ensure the organisation of the centre complies with the British Council guidelines.
- 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).
- 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.

- Record team hours and devise team rotas in co-ordination with the Course Director and the Excursion and Activity Manager.
- Maintain records effectively regarding students, the team, damage, accidents, incidents and meetings.
- Manage the petty cash fund, adhere to budgets, keep receipts of any money spent and submit weekly accounts to Head Office.
- In conjunction with the Excursion and Activity Manager and Course Director, write team reviews for everybody on the team.
- Support the other members of the team with the shutdown of the centre.
- Complete exit feedback at the end of your contract.

Safeguarding and Professionalism

- UKLC is committed to implementing our Safeguarding policies and procedures. Click [here](#) to read our Safeguarding policy.
- Read and adhere to the Operating and Safeguarding Handbook and information on AirManual.
- Maintain good standards of Health and Safety at all times.
- All successful candidates will need to complete Prevent and Safeguarding e-learning.
- Complete the Child Mental Health online training courses.
- Safeguard the welfare and protection of our students in accordance with our Child Protection Policy.
- Maintain the good name and reputation of UKLC at all times.
- Act as a positive role model, promoting UKLC's values at all times.

Working Hours

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

Salary and Benefits

- This is a residential role. Full-board accommodation is provided. We do **not** deduct any money from your salary for board and lodgings. You will be fully catered for during your time with us.
- All salaries are paid monthly in arrears (on the last day of the month).
- Weekly salary (including holiday pay) of £879.75.
- Holiday pay is added to final pay packet.

Centre Manager Office Administrator positions based on 45 hours per week over a six-day working week are available at some centres, with a weekly salary of £644.40 including holiday pay. Please contact us for more information.

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.

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none"> • Proven leadership ability. • Previous summer school experience. • Experience of language learning and/or EFL. • Previous centre management experience. 	
Skills and Knowledge	<ul style="list-style-type: none"> • Committed to ensuring the safety of students. • Excellent communication and motivational skills. • Confident use of basic Microsoft Office Products especially Excel. 	<ul style="list-style-type: none"> • Able to utilise different online tools and search engines effectively. • Able to confidently use filters and formulas in Excel.
Personal Qualities	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Full right to work in the UK. 	
Safer Recruitment Checks	<ul style="list-style-type: none"> • Minimum of 2 reference checks. 	

- Enhanced DBS Check.
- Overseas Police Check (if applicable).
- Review of the applicant's online footprint and publicly accessible social media profiles, in line with statutory guidance for safer recruitment.
- We will seek to run Prohibited List Checks (if applicable)

Available Centres

You will need to attend management training prior to the start of your contract.

Specific dates and times will be set closer to the time.

Location	Centre	Start Date	End Date
Bristol	Clifton College	7 th July	18 th August
Cheltenham	Dean Close School	8 th July	19 th August
Crewe	Cheshire Campus	14 th June	9 th August
Hatfield	Queenswood School	6 th July	3 rd August
London	King's College (Waterloo Campus)	6 th July	31 st August
London	Queen Mary University London	21 st June	23 rd August
Manchester	Chetham's School	6 th July	3 rd August
Nantwich	Reaseheath College	3 rd July	31 st July
Portsmouth	University of Portsmouth	1 st July	29 th July
Reading	Queen Anne's School	5 th July	9 th August
Winchester	St Swithun's School	13 th July	10 th August
York	Bootham School	5 th July	2 nd August

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

- ✓ Play a pivotal role in creating meaningful experiences for young learners.
- ✓ Inspire students and enrich lives.
- ✓ Help deliver a summer students will never forget.

Still need more information? Click [here](#) to hear what a summer with UKLC is like from some of our previous summer teams!