



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 are responsible for the overall operation of the Wycombe Abbey Summer Programme, managing the team, and ensuring the success of all aspects of the course. You will oversee daily operations, motivate your team, and address challenges effectively while maintaining WASP's reputation for excellence.

Job Description

Contract Type: Fixed Term

Reporting to: The Summer Senior Leadership Team

Pre-Summer Preparation

- Attend WASP management training and induction (online and onsite).
- Lead the full centre setup at Wycombe Abbey, including Pitt & Ruben houses, branded signage, notice boards, and welcome packs.
- Coordinate with Wycombe Abbey School team to ensure all residential and academic areas are ready.
- Review all WASP documentation (Operating & Safeguarding Handbook, programme schedules, feedback systems).
- Familiarise yourself with the campus layout, buildings, and site procedures.



Summer Management and Delivery

- Deliver the official WASP Welcome Talk and ensure all students receive a full orientation, wristbands, lanyards, and safety briefing.
- Oversee daily operations, including scheduling, rotas, and the Master Spreadsheet.
- Manage the team with the Course Director, Excursion & Activity Manager and House Parent.
- Chair daily management meetings and ensure clear communication and accountability.
- Maintain fire lists, incident/accident forms, and all safeguarding documentation.
- Ensure the highest standards of safeguarding, welfare, and child protection in line with WASP policies.
- Motivate the team and foster a positive, inclusive, and professional environment.
- Liaise with Wycombe Abbey School team for facilities, catering, and accommodation support.
- Ensure compliance with British Council guidelines and WASP premium standards.
- Collect and act on feedback from students, team members, and group leaders throughout the course.
 - Manage petty cash, budgets, receipts, and weekly accounts for Head Office.
- Support the shutdown of the centre, including final inspections, admin, and reporting.



Feedback, Communication and Administration

- Hold regular meetings with the management team (CD, EAM, HP) to support academic, activity, and welfare programmes.
- Hold regular meetings with Matrons, Teachers, and Sports & Activity Instructors.
- Hold daily briefings with group leaders and ensure their needs are met.
- Maintain accurate records of students, the team, incidents, accidents, and meetings.
- Write team reviews for all team members in conjunction with the HP, EAM and CD.
- Complete exit feedback and final reporting at the end of your contract.

Safeguarding and Professionalism

- Read and adhere to the WASP Operating & Safeguarding Handbook and AirManual checklists. Click [here](#) for the Safeguarding policy.
- Complete Prevent and Safeguarding e-learning, plus Child Mental Health training.
- Ensure all the team follow safeguarding procedures and maintain professional conduct.
- Act as a Designated Safeguarding Person (DSP) for the centre.
- Promote inclusion, dyslexia-friendly approaches, and respect for preferred pronouns/names.

Working Hours

- Full-time residential role at Wycombe Abbey.
- Up to 60 hours per week, based on a six-day working week.
- One full day off per week (scheduled in advance).



Salary and Benefits

- Residential role with full-board accommodation provided at no cost.
 - Salary paid monthly in arrears.
 - All meals provided onsite.
 - Weekly salary (including holiday pay): £879.20.
 - Holiday pay added to final pay packet.
-
- **Wycombe Abbey Summer Programme Dates:**
 - The Wycombe Abbey Summer Programme runs from the 6th of July 2026 until the 17th of August 2026 at Wycombe Abbey, High Wycombe.
 - Management training and induction dates will be confirmed prior to contract start.

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.



WYCOMBE ABBEY SUMMER PROGRAMME

Person Specification	Essential	Desirable
Experience	<ul style="list-style-type: none">• Proven leadership experience in residential or premium summer school settings.• Previous summer school experience.• Experience of language learning and/or EFL.• Previous centre management experience.	
Skills and Knowledge	<ul style="list-style-type: none">• Strong safeguarding awareness and experience managing welfare.• Excellent communication, organisation, and interpersonal skills.• Confident use of basic Microsoft Office Products especially Excel.	<ul style="list-style-type: none">• Familiarity with campus procedures and facilities.• Knowledge of British Council guidelines and premium boarding standards.
Personal Qualities	<ul style="list-style-type: none">• Energy and enthusiasm.• Experience working with young people and diverse 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.	



WYCOMBE ABBEY SUMMER PROGRAMME

Safer Recruitment Checks

- 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).

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? Reach out and we will provide more information.