

## CENTRE MANAGER (2023)

### Safeguarding

We are committed to safeguarding and promoting the welfare of children. We require all employees to provide 2 references, 2 proofs of ID, and to read and implement our safeguarding policy. All references will be followed up, gaps in CVs must be explained satisfactorily and appropriate criminal checks (enhanced DBS check – paid for by Elac - or equivalent Police check) will be required prior to confirmation of appointment. Further policies can be found in the Staff Guide and Handbook. We require all staff to present original certificates and documents on arrival at the centre.

### Job Overview

The Centre Manager is the person ultimately responsible for all aspects of the successful running of the course, although many of the specific tasks will be delegated to other key staff. The Centre Manager has to set the tone and the direction for the course, and to ensure that high standards are maintained throughout.

### Person Specification

You need to be **eligible to work in the UK and be 18 or over**

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• have a degree or equivalent</li> <li>• have the ability to inspire a team</li> </ul>	<ul style="list-style-type: none"> <li>• a Masters or equivalent</li> <li>• have a Trinity Diploma in TESOL or Cambridge Delta or PGCE – TEFL/TESOL with experience</li> <li>• a full driving licence</li> <li>• a First Aid certificate</li> <li>• Child Protection Training</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of qualifications</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• have management experience</li> <li>• have experience working in residential language schools for Young Learners</li> <li>• have experience working with Young Learners</li> </ul>	<ul style="list-style-type: none"> <li>• experience working with single &amp; mixed nationality groups</li> <li>• experience planning educational visits</li> </ul>	<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>
SKILLS	<ul style="list-style-type: none"> <li>• have native or near native level of fluency in English</li> <li>• have good IT skills</li> <li>• have excellent interpersonal &amp; communication skills</li> <li>• have excellent Leadership skills</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• <b>Professional references</b></li> </ul>
PERSONAL QUALITIES	<ul style="list-style-type: none"> <li>• be willing and able to work as part of a team</li> <li>• be flexible &amp; motivated</li> <li>• have a genuine Interest in management &amp; student welfare</li> </ul>		<ul style="list-style-type: none"> <li>• Application form and CV</li> <li>• Interview</li> <li>• Professional references</li> </ul>

## Job Description

The Centre Manager reports to the Elac Principals, Director &/or Operations Manager

### Pre-Course

- To complete Elac’s online induction and training prior to arrival in the centre.
- To attend all staff training (both online and/or at the centre) directly before the start of the course.
- To deliver the All-staff training alongside the Assistant Centre Manager.

### Management

- To lead, motivate and manage the other key staff to ensure that the programme is effectively implemented.
- To maintain good relations with the College by liaison with their key staff.
- To maintain good relations with Group Leaders by personal contact and through the Group Co-ordinator where applicable.
- To maintain good relations with students by personal contact, through key Staff and by conducting regular course meetings.
- To maintain good relations with teachers and activity staff, working both directly with them and through the Academic Manager and Activity Manager.
- To liaise with the Elac Principals &/or Operations Manager over difficult or sensitive issues, or where support is required.
- To make any necessary changes to the programme arising from circumstances on the course in consultation with the Elac Principals &/or Operations Manager.
- To carry out the 24hr emergency duty (on a rota basis).
- To be responsible for the organisation and allocation of the accommodation in residential courses.

### Safeguarding

- To be responsible for the welfare of the students, leaders and staff.

### General

- To undertake any reasonable duties as and when required.
- To adhere to all Elac Study Vacations policies & procedures and to implement Elac’s Safeguarding policy at all times.

**Further guidance on what is expected in this role can be found in the Centre Manager’s Handbook and Senior Staff Guide.**

**This job description outlines the main responsibilities and tasks of the job. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager. We remind successful applicants that a busy summer school environment requires flexibility from all staff members.**

## Working Hours

- The Centre Manager works six days out of seven each week and is part of a duty rota with other senior staff. Due to the nature of summer schools we expect management staff to be flexible in relation to working hours.
- Attendance at management training, both onsite and online is required as part of taking up this position. A contribution for this of £50.00 is provided at the end of the contract.

## Remuneration

- Remuneration is dependent on the level of management experience you have and the level of experience you have related to Summer Schools. There is a generous bonus scheme in place for each Centre Manager and salaries start from £635.00 per a week (**£711.64** with holiday pay if no holiday taken).
- **This post is residential & includes residential board and accommodation.** A deduction of £63.70pw for accommodation has already been taken from the salary figures.
- Pay in lieu of any untaken holiday (12.07% of total gross salary) will be added at the end of the contract.

## Centre Dates

Centre	Student Ages	On-site Management Training	Course Dates	Contract Lengths
Bath Spa University, Bath	11 – 17 years	30 <sup>th</sup> June	2 <sup>nd</sup> July – 13 <sup>th</sup> August	4 – 6 Weeks
Nottingham University, Nottingham	11 – 17 years	30 <sup>th</sup> June	2 <sup>nd</sup> July – 30 <sup>th</sup> July	4 Weeks
Ardingly College, Haywards Heath	11 – 17 years	1 <sup>st</sup> July	3 <sup>rd</sup> July – 14 <sup>th</sup> August	4 - 6 Weeks
Eastbourne College, Eastbourne	11 – 17 years	2 <sup>nd</sup> July	4 <sup>th</sup> July – 15 <sup>th</sup> August	4– 6 Weeks
Christ’s Hospital School, Horsham	11 – 17 years	3 <sup>rd</sup> July	5 <sup>th</sup> July – 16 <sup>th</sup> August	4 – 6 Weeks
Royal Agricultural University, Cirencester	7 – 17 years	3 <sup>rd</sup> July	5 <sup>th</sup> July – 16 <sup>th</sup> August	4 - 6 Weeks
Prior Park College, Bath	11 – 17 years	8 <sup>th</sup> July	10 <sup>th</sup> July – 7 <sup>th</sup> August	3 - 4 Weeks