



Job Description – Activities Manager Junior Summer Centres

Introduction

The Lewis School of English was established in 1976 and has been running junior programmes since 1997. Our main school and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK, and are an Investor in People. We proudly describe ourselves as a 'boutique' language school – independent, customer-focused and high in quality.

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. Please note that the programmes and timetables are different for each centre. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon and the others vice-versa, alternating on a weekly basis.

Main Duties and Responsibilities

- To book and confirm the activities programme, tailoring it to the clients' needs as necessary, ensuring customer satisfaction at all times.
- To organise, manage, motivate and monitor a team of staff and to lead by example, participating in activities, leading trips and holding regular staff meetings
- To create, plan and execute new activities and trips where necessary
- To submit paperwork to Head Office deadlines and within budget
- To liaise with the Head Teacher to ensure that the activities and academic programme are integrated as much as possible
- To assist, support and deputise for other managers if/when required
- To develop and maintain open lines of communication with Group Leaders and to organise and hold regular group leader meetings
- To ensure student discipline, safety and welfare policies and procedures are implemented
- To carry out the 24 hr emergency duties on a rota basis
- To carry out pastoral supervision duties, including meal and bedtime supervision where necessary and oversee the "individual guardianship" system through which students not travelling as part of a group are cared for
- To ensure that all aspects of the services you are responsible for comply with and where possible surpass the British Council inspection criteria
- To identify specific risks and update the risk assessments accordingly, as well as ensure that on trips led by GLs a generic risk assessment is handed to them.

Working Week:

The Activities Manager works six days out of seven each week

Reporting to:

The position reports to the Centre Manager, the Junior Centres Manager and ultimately the Director of Lewis Schools Ltd

Person Specification

Essential

- Enthusiasm, with strong managerial presence and team-focused attitude
- Previous summer school experience
- Flexibility and ability to adapt to change
- Excellent communication and interpersonal skills
- Ability to multi-task, organise and work under pressure
- Ability to think on your feet and solve problems
- Ability to work within budgets
- Ability to delegate to others when necessary and with authority

Ideally you will have:

- Previous managerial experience
- First Aid qualification or willing to train
- Experience of supervising / working with minors
- Residential experience

Other Information

Remuneration depends on the size of the centre and the experience of the applicant.

The post is residential (full board accommodation is included).

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

You must be eligible to work in the UK and you will need to provide, or agree to undergo a Criminal Records Check.

Updated December 2016