



# Job Description – Residence 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. 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. Please note that the programmes and timetables are different for each centre.

## Main Duties / Responsibilities

The Residence Manager is a role based in our Junior Residence in Southampton. The main role of the Residence Manager is to ensure the smooth running of the Junior Residence throughout the summer. This role will involve working closely with the Centre Manager, Activities Manager, Group Leaders and students.

### Duties

- Meet and greet students and group leaders on arrival
- Assist with room allocations
- Work with students and group leaders to resolve any day to day issues
- Assist with departures
- Take responsibility for welfare of students in residence
- Liaise closely with key staff at residence (non-Lewis School staff)
- The Residence Manager is also an Activity Leader wherever practical

This job description is not exhaustive - other tasks and responsibilities may become apparent during the course of employment and this will be reviewed in regular appraisals.

This position reports to the Centre Manager, Activities Manager