

Job Description



Centre Manager (Summer Junior Centres 2010)

Posts available in Southampton, Reading, Northampton & Stirling
This post is residential with full board accommodation provided
Salary on application

Requirements

- You must be eligible to work in the UK
- You must be aged 25 or over
- Previous experience working in a summer school environment with young people is required
- Previous experience managing a summer programme
- Ability to work effectively under pressure
- Excellent leadership skills
- Ability to communicate with people of all levels
- Smart personal appearance

Lewis School Junior Centres

The Lewis School of English is a rapidly-growing organisation based in Southampton, UK. Our aim is to provide a quality learning experience for students by encouraging the professionalism and creativity of our staff, allowing them to cater to the needs of individual learners within the framework of our flexible in-house syllabus.

Students receive 15 hours of lessons per day in mixed nationality classes. We also provide students with accommodation and a full activities programme.

Established in 1976, the Lewis School has been running junior programmes since 1997 and is accredited by the British Council. We are also a member of English UK and Quality English, and are an Investor in People. Our professional and caring management team and dedicated centre staff are committed to providing a high level of service and care.

Role of Centre Manager

The Centre Manager is responsible for the day-to-day management of the summer centre. As the person in charge of everything in the centre then your role will involve liaising with staff, group leaders and campus representatives. You will also be responsible for the welfare of students, staff and group leaders while they stay with us.

You will be required to:

- Attend a staff induction in Southampton
- Be familiar with the centre, its operation, staffing, bookings and programme.
- Be aware of the correct lines of communication and ensure that these are followed
- Ensure all necessary materials and equipment are in place at the centre in time for opening
- Organise a comprehensive induction day for staff.
- Hold regular meetings with Group Leaders to ensure their needs and those of their students are being met and reminding Group Leaders of their responsibilities
- Ensure accommodation is organised and that arrivals get to their accommodation efficiently
- Ensure all staff are paid on time
- Monitor performance of senior staff and conduct appraisals
- Ensure the senior staff appraise the staff they manage

- Hold regular meetings with campus staff about student numbers and facility requirements
- Check transfers
- Inspecting rooms on departure
- Managing weekly budget, expenses and petty cash
- Liaise daily with the Activity Manager about the planned activities for that week/day
- Keep receipts for any spending
- Ensure centre staff are motivated
- Always be available to help group leaders and staff to answer any questions they may have
- Be vigilant and attentive at all times to the welfare of everyone in the centre
- Ensure the smooth operation of student arrivals and departures

How to Apply

Please complete and send our application form, or a CV, with a covering letter, to:

Recruitment
Lewis School of English
33 Palmerston Road
Southampton
SO14 1LL, UK

You can download our application form from our website, www.lewis-school.co.uk/jobs