



British  
Summer  
School

Recruitment Guidance

# CENTRE MANAGER

MANAGEMENT ROLES

future  
ready

# Our Vision & Values



## Our Values

- We are a **team**.
- We **support** each other.
- We **lead by example**.
- We **try our best**.
- We are **open**.
- We respect **diversity**.
- We are **enthusiastic**.
- We **make things happen**.
- We **work hard**.
- We **respect** the **past** but look to the **future**.

## Our Aim

At British Summer School, we aim to inspire our students and help them to develop the knowledge, abilities and qualities needed to fulfil their potential in both their personal and professional lives. We increase our students' ability and confidence to communicate and operate in the 21st century to help them become happy, confident, and successful individuals in a global and competitive world.

**JOB ROLE:**

Centre Manager

**REPORTING TO:**

Managing Director & Operations Manager

**KEY PURPOSE OF THE JOB:**

To oversee and manage all aspects of the centre you have been placed at, including, Welfare, Safeguarding, Academic, Leisure Host School, Parent and Agent Liaison

**HOURS:**

8.00 am to 18.00 pm or 13.00 pm to 23.00 pm  
*Hours may vary depending on the needs of the centre*

**SALARY:**

£981.53 per week + 12.07% Holiday Pay  
*Total Weekly pay £1100.00 including holiday*

**JOB LOCATION:**

One of Brambletye, Worth, Clayesmore, Oundle or Moulton

**WRITTEN BY:**

Danny Kenward

**DATE:**

25<sup>th</sup> of October 2023

## Accountabilities

- To oversee the management of all aspects of the centre (Academic, Social, Welfare, Administration).
- To take responsibility for the overall safety, welfare, and behaviour, including discipline of all staff and students during their time at your centre, ensuring that rules are abided by at all times and according to the staff and student handbook.
- To oversee the arrivals and departure transfer schedules, ensuring all students are met on time and appropriate staff are allocated to the transfers, being mindful of working hours and teaching responsibilities.
- To ensure the centre operates within the health and safety guidelines as set by the British Council and to minimise risk. E.g., appropriate risk assessments are carried out.
- To be the Designated Safeguarding Lead (DSL) for your centre, ensuring all concerns are followed up and recorded and where necessary elevated to the appropriate person or organisation. As a DSL, you will take responsibility for online safety and filtering working closely with the centre's IT providers (whether internal or external). Training will be given during the induction to make sure staff are appropriately trained.
- To ensure all staff and students receive a full induction, and any staff or students who arrive later are given the same level of induction.
- To ensure relevant information for staff and students is displayed on notice boards in an engaging way.
- To ensure that standards, as described in BSS marketing materials, are met in all areas of delivery.
- To be responsible for staff rotas and ensure students are adequately supervised 24 hours per day and in line with BSS activity/teaching ratios.
- To ensure that staff are carrying out their duties to a sufficiently high standard and to manage staff appraisals as outlined in the Centre Manager Handbook.
- To be in daily contact with Head Office and liaise with the host school, parents, and agents in an efficient and polite manner.
- To deal with any complaints or grievances from staff, students, parents, host school or agents in a calm and efficient manner.
- To liaise with Head Office regarding all incidents and accidents and make sure they are logged online on the Incident Form as soon as possible.
- To be responsible for all financial aspects of the centre, which include pocket money, petty cash, tuck shop, excursions, and authorising staff expenses.
- To run daily student and staff meetings and ensure minutes are taken and appropriately stored.

## Key Skills

- Excellent leadership skills and be able to manage, develop, motivate, and support all staff and set high standards in an enthusiastic and friendly manner.
- Highly organised and responsible character with excellent time management skills
- Excellent communication skills with people of all levels
- Independent thinking and ability to problem-solve.
- Flexible and able to deal well with pressure.
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Flexible and adaptable approach to working hours.
- Experience dealing with international students is essential.

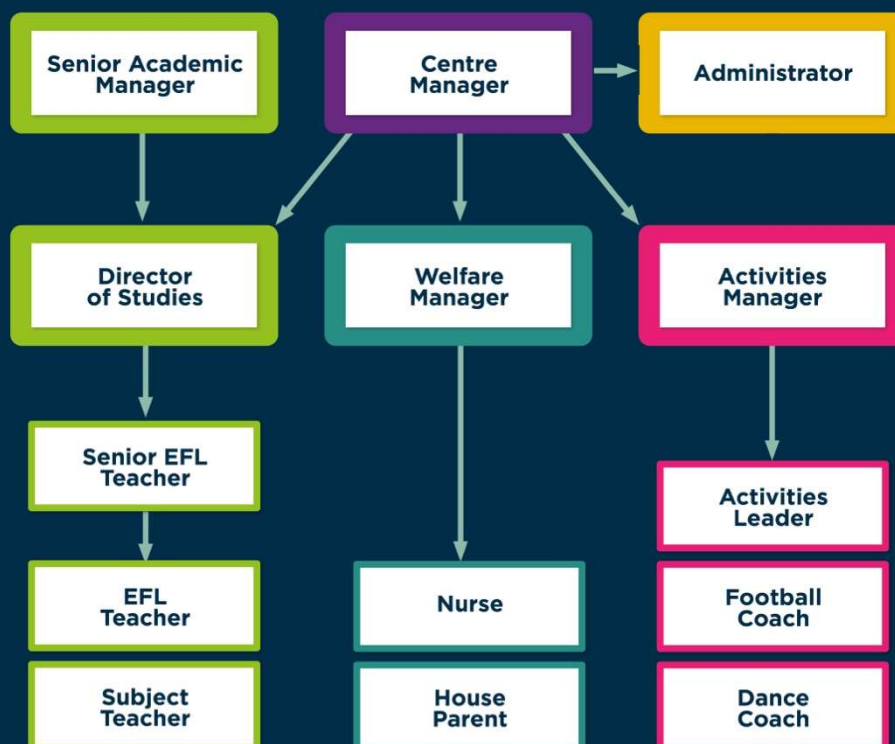
## Qualifications

- First degree or equivalent
- DELTA, Trinity Diploma in TESOL or equivalent would be advantageous.
- Previous experience with this age group; able to lead and motivate a team of staff Independent and able to problem-solve.
- Strong leadership skills, be able to manage, develop, and motivate a team of coaches and able to set high standards.
- Minimum 1-year experience of managing staff.

## Safeguarding

British Summer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

# Staff Organogram





**For more information  
or to apply visit:**

[britishsummerschool.co.uk/summer-jobs](http://britishsummerschool.co.uk/summer-jobs)



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