

What is the role of the Centre Manager?

The Centre Manager is the most senior post at the Young Learners Centre where the postholder is expected to successfully manage all aspects of the day to day running of the centre; including overseeing and implementing a robust and effective welfare, academic, leisure and transfers programme.

The Centre Manager is responsible for ensuring that the centre is set up and managed according to International House London policies and procedures, and that International House London are providing and delivering the high-quality service that our students, group leaders, agents and staff expect and deserve.

The Centre Manager should be able to provide vision, leadership, support, and direction to all staff under their management as well as all students and group leaders attending our course, and maintain good communication and relationships with the host centre

What skills do I need to do this job?

- ability to communicate with a range of diverse groups
- ability to motivate, manage and support a team
- ability to prioritise, trouble-shoot and manage a crisis
- organisational and record-keeping skills

[\(click here for full person specification\)](#)

What training will I receive?

If you don't already have up-to-date first aid and safeguarding training, this will be provided before you start. There will be a full paid induction that offers guidance on managing a centre, creating cross-departmental links and cohesion, contingency considerations and plans, and relevant pastoral care, as well as get-to-know-you activities to ensure friendship and collaboration within your team, and with the wider centre team.

What is included in the package?

- You will get free bed and full board (3 meals a day) provided at the centre.
- Opportunities to attend excursions to locations in the surrounding area and around the UK
- Professional development opportunities

Why work with International House London?

International House London have been running summer schools since 2011 across the UK. We are proud to be accredited by the British Council and International House World Organisation. We celebrate the diversity of our students and staff and have strong Vision, Mission and Values beliefs. We prioritise the safety, happiness and well-being of our students. We actively offer professional development and skills training to our staff. Many of our staff return to work with us every year.

How will this role enhance my career? What can it lead to?

- academic management roles
- working with teenagers and young people
- working within educational institutions
- managerial and organisational roles
- leadership positions

Job Description

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Manager and/or Young Learners Management

POST	Centre Manager (RESIDENTIAL)
REPORTING TO	Head of Young learners
CAMP DATES, LOCATIONS & STUDENT AGES	<p>3rd July – 7th August 2024 International House Oxford, St Edward’s School, Woodstock Road, OX2 7NN (12-17 year olds)</p> <p>10th July – 14th August 2024 International House Frensham, Frensham Heights School, Frensham Heights Road, Rowledge, GU104EA (8-17 year olds)</p> <p><i>At each centre, you will be required to live on-site 4 days before the camp starts and until and including the final dates given above</i></p>
SALARY	£1,106.25 per week. Plus paid induction programme.
INDUCTION	The full induction will last for 4 days and will include a combination of remote safeguarding and first aid training, group sessions at Head Office, and on-site team inductions. Online induction will be held before arriving at the centre
CONTRACT	<p>From 4 to 6 weeks depending on locations</p> <p>Hours of Work: Your normal hours of work are 48 per week over a six-day week. This position involves working on weekends and other unsocial hours. You will have one day (a full 24-hour period) off per week</p>

What will happen before the camp starts

- There will be induction and training e.g. health and safety, safeguarding, PREVENT
- You will be sent the staff manuals, policies and procedures
- You will have DBS checks, will require two references and a police check (if living abroad)
- Assist in the planning of the induction and training programme, in collaboration with the Head of YL/Head office/Academic Manager

What will happen during the camp

You will have oversight of all aspects of the camp:

- Ensure all teams are communicating effectively and performing their duties
- Be the point of reference and contact for staff, students, Group Leaders, agents and host centre
- Enforce school rules to ensure a pleasant and safe environment
- Liaise with Head Office regarding student enrolment, complaints, arrivals/departures and so on
- Lead all-staff meetings and centre management team meetings to reinforce procedures
- Be pro-active in finding solutions when problems arise
- Monitor and/or set rotas for staff teams and avoid scheduling overtime as much as possible
- Assist with excursion management where necessary
- Mediate
- Stay in touch with Head Office
- Monitor financial transactions e.g. petty cash, centre credit card, resources

What will happen at the end of the camp

You will:

- Assist with departures of students and teachers
- Complete a site inspection
- Help to pack up the centre
- Complete a report on the camp experience taking all stakeholders into account

Complete the recruitment form to apply

Complete the form here