

*Location: Oxford, Frensham*

*Dates: July – August 2025*

*Salary: £1239.40 per week*

### **Join Our Team as Centre Manager – International House London Young Learners**

If you're enthusiastic, passionate, organised and with vision to inspire a large team of staff and young learners alike, we are excited to invite you to join our management at **International House London**, for the upcoming Young Learner summer season!

#### **What we're looking for**

We're searching for an experienced and dedicated Centre Manager with ambition and drive to provide students and staff with a positive and memorable residential experience, firm, fair and fun-oriented, but with safety and security in mind.

To apply, you must have:

- GCSEs (A\*-C) or equivalent
- Proven managerial experience in similar roles
- English proficiency level of C1+
- Experience of managing different stakeholders and prioritising according to safeguarding and organisational reputation
- A positive, flexible, "can-do" attitude
- Excellent communication and administrative skills
- Knowledge of safeguarding policies and laws/regulations
- Ability to lead a large team and make principled decisions under pressure

#### **What the Job Is About**

As a summer school Centre Manager you will hold frontline responsibility for student, client and staff satisfaction by ensuring a safe work/study environment, managing expectations and following policies and procedures set out by Head Office and the school site. You will oversee the smooth running of the welfare, activity and academic departments through clear and regular communication. Liaison with external clients such as agents, Group Leaders and the host centre will form a large part of the day-to-day running of the summer camp. You will be part of an experienced leadership team, receive paid induction training, and benefit from ongoing CPD throughout your contract.

#### **Salary**

£1239.40 per week (£1105.92 + 12.07% holiday pay)

Plus paid induction programme

#### **Contract details**

- Contracts available from 1-6 weeks, depending on operational needs
- Up to 48 hours per week across six days with one full day off per week
- Evening and weekend work expected as part of the residential schedule
- Free accommodation in single rooms with staff-only shared bathrooms
- Three meals a day + free tea and coffee

## Locations

**Oxford** – St Edward’s School (ages 8–17) - 1st July – 12th August 2026

**Frensham** – Frensham Heights School (ages 12–17) - 8th July – 5th August 2026

## Why Choose Us?

International House London have delivered unforgettable summer school experiences across the UK since 2011. We are a British Council-accredited organisation and proud member of the International House World Organisation. We place our students’ safety, happiness, and well-being at the centre of everything we do. We’re committed to creating memorable moments for every young learner while supporting our staff with professional development, skills training and a collaborative environment. It’s no surprise so many of our staff return year after year!

In our most recent, British Council inspection (2024), we were recognised for strengths across multiple areas, including strategic and quality management, student administration, care of students, and leisure opportunities. With us, you will:

Work in a positive, professional environment

Join a welcoming team with many returning staff

Build on and develop leadership and communication skills

Gain extensive experience of external stakeholder relationships

Have opportunities to shape the structure, processes and systems of our summer schools

## Right to Work

Applicants must have the **right to work in the UK**. All appointments require a **DBS/Police Check** and satisfactory references.

## Application Information

*International House is committed to safeguarding and promoting the welfare of all young learners..* <https://www.ihlondon.com/wp-content/uploads/2025/06/YL-Safeguarding-Policy-2025-updated-02.06.pdf>

Please note that if you are successful at the interview stage, all offers are subject to two references, a Disclosure and Barring Service Check, and Police Check (if living abroad) that are considered satisfactory to IH London.

Due to the nature of this role, we are unable to offer sponsorship. Therefore, applicants must have valid right to work in the UK to be considered for this position.

[Click here](#) to submit your application.

**Full job description:**

<https://www.ihlondon.com/wp-content/uploads/2025/12/Centre-manager-2026.pdf>

International House London's Values:

**Ethical, Inclusive, Innovative, Passionate, Professional**