



Kings Young Learners

Last updated: 26 January 2021

Job Description: Centre Manager 2021

Location: Downside School, Bath
Cheltenham College, Cheltenham
London Southbank University

Reports to: Programme Manager

Role description

The Centre Manager has overall responsibility for the smooth running of all aspects of the Kings Centre. The list of main duties below is not exhaustive, and the Centre Manager should see their role as possibly requiring direct involvement in any area of the centre's operation. The Centre Manager works a 6-day week with one full day off.

Duties and Responsibilities:

- To guarantee the delivery of the programme as advertised, for which the students have enrolled
- To ensure that all staff adhere to the Kings child protection policy in the safeguarding and student welfare of all students at the centre
- To ensure the covid safety procedures are in place and maintained
- To supervise the set-up of the centre in readiness for student intakes
- To represent Kings in all dealings with the host school/university during the duration of the programme, and to liaise with host school/university staff regarding all matters concerning use of the premises, catering, laundry, etc.
- To complete accurate meal and occupancy records to be submitted to the host school and Kings Central Office
- To deal with external vendors and service providers
- To liaise as necessary with Kings Central Office over administrative, logistical and financial matters
- To manage the Kings staff by arranging their deployment and work schedules according to their abilities, organizing staff training and supervision to ensure all duties are carried out with maximum efficiency and in accordance with their job descriptions
- To maintain good morale among the staff by holding regular meetings and reacting appropriately to staff comments, requests and concerns
- To receive and entertain visitors such as agents, parents, inspectors, Kings directors, etc.
- To oversee meetings with group leaders, ensuring maximum satisfaction for their groups, accommodating any reasonable changes to their programmes
- To adhere to a set operational budget
- To manage an efficient petty cash system including record keeping
- To submit regular specified paperwork to Kings Central Office



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- To consult regularly with other members of the management team to ensure a smooth operation
- To coordinate and contribute to all social media activity for the centre
- To liaise as necessary with external emergency services, such as police, fire service, ambulance service and hospitals, etc.
- To coordinate airport transfers and student arrivals/departures with the Transfers Manager
- To carry out 24-hour emergency duty on a rotation basis (3-4 nights per week)
- Any other duties as directed by Line Manager

N.B.: The Centre Manager will also assume the role of Accommodation and Welfare Manager and act as the Welfare Officer in the smaller centre based at Farringtons School.

Person Specification

Kings is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. All staff will be required to undergo a background check. All staff must be eligible to work in the UK.

Applicants must be able to demonstrate:

- University Education
- Previous junior summer camp/centre management experience
- Excellent communication and interpersonal skills
- Excellent multi-tasking ability
- Excellent IT skills (outlook, excel, word, power point)
- Strong leadership qualities and the ability to inspire/enthuse others
- Flexibility and adaptability as to regards working hours and duties
- Firmness, tact, sense of fairness and a keen sense of humour
- Energy, enthusiasm, and an empathy with children/teenagers
- Excellent references from previous employers
- Ability to work within set budgets

Desirable attributes include:

- Local knowledge of chosen location
- EFL Teaching qualification
- Education-related postgraduate qualification
- Teaching experience, preferably with young learners
- Interest/ability in areas such as sports, music, arts, drama, etc.
- Advanced safeguarding training for DS (designated staff)
- Covid safety training
- Valid clean driving license
- Current first aid certificate





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Remuneration Package:

- Salary is dependent on experience
- Holiday Pay: 12.07% of your gross pay will be added to final salary in lieu of unused holiday.
- Food and Accommodation: Accommodation and 3 meals per day are provided.
- Bonus: A loyalty bonus of £20 per week is paid to all Centre Managers returning to a Centre Management role and is added to final pay
- Staff at Kings are paid fortnightly (a week in hand)

Kings is an equal opportunities employer and we adhere to the principles of equal opportunity in all aspects of our recruitment.