

### Centre Manager, London Collingham, 2012

**You are responsible for the safety and well-being of students, staff and Discovery Summer visitors at your centre. You are also responsible for the smooth running of the centre and all the courses happening there. You are the leader of the Senior Management Team at the centre.**

#### **All Discovery Summer Staff**

are expected to:

- Ensure the safety of the students and colleagues at all times
- Provide the best possible language learning, social and cultural experience for the students
- Provide a high-level of customer care to students and all those associated with them
- Act in a thoroughly professional manner, which includes:
  - working cooperatively with both Discovery Summer colleagues and host centre staff
  - following the guidelines in Staff Handbooks regarding the standards expected in your job and how to deliver them
  - providing full and proper planning and recording documents as required
  - carrying out directions from Head Office and complying with all legal and professional organisation requirements

**You are working with children. Consuming alcohol/substance abuse are not permitted at any time in the school building or during working hours. Staff must be fit to supervise students at all times. Smoking is only permitted outside the school and well away from the school entrance. Smoking is not permitted in front of students. Failure to abide by these rules will be treated as a serious disciplinary matter and could lead to immediate dismissal.**

#### **Non-residential Centre Manager**

report to the Managing Director

#### **Duties**

- Provide leadership for all staff and students on courses at the centre.
- Set the appropriate tone for all staff, students and visitors.
- Ensure the programme at the centre is delivered according to the Discovery Summer standards as laid out in publicity materials and staff handbooks.
- Manage staff satisfactorily and resolving any staff queries.
- Maintain good relations with the host centre staff and ensure the facilities are properly looked after by Discovery Summer staff and students.
- Liaise on a daily basis with Head Office.
- Communicate effectively with staff and students, including leading regular staff meetings.
- Ensure accurate and thorough administration is happening throughout the centre.
- Be responsible for appropriate student welfare, including disciplinary matters.
- Review and provide feedback on course procedures, particularly those relating to Health & Safety.

**Time commitment:** Induction Friday 22 & Saturday 23 June 2011. Course runs from Monday 25 June to Friday 10 August 2011, Mondays to Fridays. Working hours at the centre would normally be Mondays to Fridays 08.00 – 17:30 or until necessary work is completed. Expect the work at the centre to be intense. The Centre Manager must be available via email and mobile during evenings and weekends.