



Centre Administrator

Job Description: Junior Summer Centres

Join our Award-Winning Team!

We are an English language school with a reputation for quality. We were established in 1976, and since 1997 have also been running summer junior centres in various locations across the UK.

Our main school in Southampton and all our summer junior centres are accredited by the British Council. We are also members of Quality English and English UK. We proudly describe ourselves as a 'boutique' school – independent, customer-focused and high in quality. Indeed, we received Centre of Excellence awards from EL Gazette for both our main school and summer junior centres.

You'll be part of a dynamic, creative and high-achieving team.

Introduction to our Junior Programmes

Our students come from all over the world – across our summer centres we welcome students from over 30 different countries each year. Students receive English language tuition together with a fun-filled and purposeful activities programme. The activities programme includes daytime and evening activities and full-day and half-day trips to local attractions and popular tourist destinations. In larger centres we operate a 'zigzag' timetable whereby half of the students have lessons in the morning and activities in the afternoon, and the others vice-versa, alternating on a weekly basis. Please note that the programmes and timetables are different for each centre.

Working Week

Centre Administrators typically work 6 days per week, with 1 full day off per week. Working hours include office duties and supervision duties (mealtimes, breaks etc).

Main Duties / Responsibilities

- To have read and understood the staff handbook and be fully compliant with our policies for the welfare and protection of children
- To participate in the staff induction day (paid as part of normal weekly hours)
- To assist in supervising student behaviour both on and off campus
- To keep daily accounts
- To print materials for the Centre Manager, Head Teacher and Activities Manager
- To prepare and hand out bus passes to students (Southampton centre only)
- To assist the Activities Manager with materials needed for student Induction
- To scan passports and feedback forms weekly
- To update the student spreadsheet (Google Drive)
- To prepare Group Leader lists

- To liaise with the Head Office administration team daily
- To print weekly timetables for students and Group Leaders
- To type up weekly programmes for the Activities Manager
- To maintain and update the timetable display on the centre noticeboard
- To print student certificates and reports
- To keep records of all incidents / fire drills / first aid administered / damage etc.
- To assist the Centre Manager with allocation of students (residential only) and keep accurate and accessible records of all student accommodation

This position reports to the Centre Manager

Person Specification

Essential

Enthusiasm, flexibility and good interpersonal skills
Ability to work in a high-pressure environment
Excellent organisational and time management skills
Ability to work as part of a team
Strong IT skills (Excel, Word, Google Drive etc)

Ideally you will have

First aid qualification
Experience working with or supervising minors
Residential experience

Other Information

Remuneration is £400 per week for a 42-hour week.
Returning staff may be eligible for a loyalty bonus of £20 per week.
The post can be residential or non-residential.

Staff will accrue prorated paid holidays at the statutory rate of 5.6 weeks per annum. Unless there are special circumstances agreed during the interview, this holiday can only be taken at the end of the contract and staff will be paid for this untaken holiday at the end of their employment.

You must be eligible to work in the UK and you will need to provide, or agree to undergo, a Criminal Records DBS Check, and to undertake training in Safeguarding for Child Protection Level I.

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