



# Residence Manager

## 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.

### Main Duties / Responsibilities

The Residence Manager is a role based in our Junior Residence in Southampton. The main role of the Residence Manager is to ensure the smooth running of the Junior Residence throughout the summer. This role will involve working closely with the Centre Manager, the Activities Manager, Group Leaders and students.

### Duties

- 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)
- Meet and greet students and Group Leaders on arrival
- Assist with room allocations
- Work with students and Group Leaders to resolve any day-to-day issues
- Assist with departures
- Take responsibility for the welfare of students in the residence
- Troubleshoot any problems arising
- Liaise closely with key staff at the residence (non-Lewis School staff)

- Ensure effective signage and noticeboard information at the residence
- The Residence Manager is also an Activity Leader wherever practical

This job description is not exhaustive - other tasks and responsibilities may become apparent during the course of employment and this will be reviewed in regular appraisals.

This position reports to the Centre Manager

## **Other Information**

Remuneration is £398 per week based on a 48-hour week.

Returning staff may be eligible for a loyalty bonus of £20 per week

The post is 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.

*Updated January 2019*