

Centre Manager (CM) Spring & Summer Residential

Oxford Spires International part of the Oxford Active Group provides exciting education and learning experiences for international students from overseas aged 8-17 years.

Overview

The Centre Manager is responsible for the smooth and efficient running of their vacation centre ensuring there is effective management and having overall oversight for the delivery of the programme with the goal of making sure each student has a safe and positive vacation course experience.

Key Duties

Leadership

- Support and manage the Senior Teacher and Senior Activity Leader in their roles
- With support from Senior Teachers and Senior Activity Leaders, delegate roles and responsibilities to the Teaching and Activity Leading teams to ensure the successful delivery of the programme
- Manage, update and distribute staff rotas for all staff at the Centre, including the planning and delivery of the overnight on call duty rota and sharing managerial support of out of hours emergencies
- Address staff performance and ensure each member of the team is fulfilling the responsibilities as defined by their role
- Conduct staff reviews, with support from Senior Teachers/Senior Activity Leaders
- Ensure all staff on site are enforcing and following company policies and procedures and that all staff are representing Oxford Spires International in a positive and professional manner
- Ensure that all staff keep the premises and company equipment clean, safe and in good order
- Maintain professional and effective working relationships with staff who own or manage the Centre premises we are using.
- Ensure all necessary organisational arrangements have been made to allow the successful delivery of the student programme
- Communicate with and report regularly to the Senior Management Team and liaise with OS Head Office to co-ordinate all transport and bookings

Student Care

- Ensure each student receives a full and thorough induction at the beginning of their stay
- Liaise with student group leaders and students to ensure their needs are met, and all issues and problems are dealt with promptly and efficiently
- Ensure students are following school rules and support staff with any behaviour issues that arise, following the Oxford Spires school behaviour management procedures
- Ensure accurate records are kept by all staff to account for student and staff whereabouts at all times and any incidents are appropriately recorded and promptly reported if required
- Be responsible for and manage necessary paperwork relating to the health and safety arrangements for all staff and students at the school, both on and off site
- Ensure all students are properly supervised at all times
- Co-ordinate the response and deal as appropriate with any emergencies that may arise
- Take responsibility to ensure the safeguarding of all students and fully understand and follow the school's safeguarding policy and procedures

Compliance

- Act as Safeguarding Lead on site with support from Senior Management Team
- Take responsibility for implementing Oxford Spires International policies and procedures, and representing the school to the highest standard at all times
- Be aware of and understand British Council standards and ensure the site's compliance
- Be aware of Health and Safety regulations and how they apply to the school settings and activities and ensure the compliance of each throughout the summer

Other

- You will be required to work six days each week
- You will have one full day off each week, but may need to stay in touch to be on call for emergencies only
- Undertake other duties, appropriate to your post, as may reasonably be required by Oxford Spires International

Essential Requirements

- Excellent spoken and written English language skills, with a high level of communication and interpersonal skills
- Computer literate
- Previous experience of working with young people at an EFL summer school, ideally in a management role
- Ability to work under pressure, flexible with excellent organisational and problem-solving skills
- Hard-working and responsible attitude
- All staff will be subject to safeguarding checks including an enhanced DBS disclosure

Desirable

- TEFL/CELTA, TEFLI or TEFLQ qualification
- First Aid certificate
- Full, clean driving licence