

Job Description for Centre Manager

Job Title:

Centre Manager

Job Description:

The Centre Manager will report directly to Language School Manager. He/she will be responsible for the all aspects of accommodation, catering and security and will liaise with the overseas' group leaders and coaches on a daily basis.

Main Duties:

Accommodation:

- To brief, supervise and manage the House Leaders in all their pastoral duties.
- To ensure all houses are ready for groups on arrival.
- To ensure groups are allocated to the correct houses on arrival.
- To ensure that cleaning and other domestic tasks are carried out daily and to the appropriate standards required.
- To liaise with the Facility Manager/Maintenance Manager to ensure that accommodation is maintained to the correct standards.
- To ensure that any damage caused in the houses is logged and the appropriate action taken.
- To coordinate the checking of houses on a daily basis with the House Leaders
- To ensure staff supervision (ie House Leaders) is in place in all occupied houses at all required times.
- To ensure all Fire Safety Procedures are being followed by house wardens and resident students.

Catering:

To liaise with the Catering Manager daily on the following issues:

- Menu changes
- Timetable
- Catering numbers and requirements (eg. packed lunches, late dinners, BBQs)

Other responsibilities:

- To liaise with group leaders on a daily basis
- To liaise with Language Schools Manager concerning the House Leader's roster and on-going performance
- To liaise with education provider concerning classroom and equipment issues
- To ensure correct deposits are taken on arrival of groups.
- To assist in the delivery of the activity programme as required

Rate of pay: £400.00 per week inclusive of holiday pay

Hours: varied (Monday – Sunday, 1 ½ days off a week)

Dates: SUMMER: Monday 18th June – Tuesday 21st August 2012
(there will be a day towards the end of June that we would like staff to attend for some basic first-aid/fire marshall training, although this will be communicated to you)

Contract Includes: full-board & residential accommodation