

Summer School Centre Manager

Temporary Summer Position

You will have previous experience of managing Summer Schools. You will have an excellent awareness of the operation of a Summer School and be ready to address any situations as and when they arise.

The role includes;

- Overseeing the whole running of Summer School
- Ensuring that both the academic and activity programme run successfully
- Line managing the Director of Studies and Activity Manager
- Managing a team of up to 30 staff members
- Setting up and packing down the site
- Managing all operational and logistical issues in an efficient and timely manner
- Allocating student bedrooms
- Training staff during the induction period
- Representing the company professionally, implementing company policies/instructions and effectively communicating them to staff and customers
- Undergoing safeguarding and, where necessary, first aid training
- Compiling Summer School related documents
- Working within Summer School budgets and keeping accurate accounting records
- Keeping accurate data with regard to student occupancy (bed lists, fire lists, catering lists etc.)
- Having effective communication with NCG head office, students, staff and Group Leaders
- Undertaking any other duties to assist in the day-to-day running of the Summer School

NCG Expectations of All Staff

- To consistently ensure the welfare of the students remains paramount.
- To be fully engaged in all areas of summer school work.
- To live on-site, board and lodging provided as part of the salary package
- To carry out all tasks concerned with the setting up, administration and closing down of the course as advised by line management.
- To address any student, Group Leader or host site representatives issues, complaints or suggestions by ensuring that the relevant NCG staff are made aware.
- To act in a professional manner with all of NCG's agents, clients and staff.
- To assist all students, Group Leaders and NCG agents to derive the maximum benefit from the course.
- To protect the property and equipment of the campus and NCG, maintaining security and avoiding loss and/or damage in the residence.
- To wear NCG uniform at all times while on duty. Any uniform supplied by NCG is to be returned at the end of employment.
- To read and be fully conversant with all documentation and manuals relating the role prior to the start of the period of employment.
- To carry out any other duties as may be reasonably assigned by the JSS Coordinator.

Working with children and young people under the age of 18, vulnerable adults, and students with special educational needs and disabilities.

All employed personnel are required to follow and adopt New College Group procedures and policies relating to children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities.

At all times, employees should reflect care and concern, and ensure that children and young people under the age of 18, vulnerable adults and students with special educational needs and disabilities are fully supported and responded to in a positive supportive manner.

All employees must demonstrate positive attitudes and commitment towards ensuring appropriate support structures, resources, facilities, or individualised learning or special educational plans are in place and fully implemented.

All employees must undertake appropriate training to ensure that they are fully versed with all relevant safeguarding procedures and policies and must demonstrate appropriate understanding of how these policies relate to their own individual work programmes, or areas of responsibility.

All employees will be required to undertake, as deemed appropriate from time to time, mandatory training with regards to safeguarding and general health and safety, and welfare of students, children and young people under the age of 18, vulnerable adults and individuals with special educational needs and disabilities.