

**JOB DESCRIPTION: CENTRE MANAGER
FOR JUNIORS (AGED 9-15)**

Candidates are expected to look at the College website www.stclares.ac.uk as it provides information about St Clare's and the courses we offer.

JOB DESCRIPTION	
Title of Post	Centre Manager for juniors (aged 10-15)
Purpose of Role	To motivate and lead the team on the St Clare's 'English & Activities' courses at Rye St Antony and to ensure that the residential, welfare, academic, cultural and recreational needs of students are paramount.
Reporting Structure	You report to the Director Summer School for contractual matters as well as for specific day-to-day duties.
Key Responsibilities	<ol style="list-style-type: none"> 1. Design staffing rota. 2. Acts as duty manager on appointed shifts by overseeing the smooth running of the site in conjunction with other duty managers. 3. Reviewing staff lists, checking the 'rooming plans' and 'transfers', monitoring paperwork, arranging 'cash floats', making 'ad hoc' purchases, overseeing academic and activity programmes, liaising with support staff etc; and co-ordinating the controlled departure from the site at the end of the course. 4. Inducts the new team, each year, with the assistance of the summer team at St. Clare's. 5. Manages the staff during the course: overseeing the daily work of the Activities Director, the Senior Teacher and the Welfare Officer; supporting as necessary and reporting any concerns; coordinating and leading daily staff meetings for instructors, activity staff and group leaders. 6. Arranges the classrooms, bedrooms, office, shared spaces, equipment, signage, wall displays and other resources on site prior to the arrival of students with the assistance of the residential team and the support staff at Rye St. Antony. 7. Monitors the 'petty cash' and the 'school bank' and items of expenditure, such as photocopying and materials, to ensure costs are kept under control. 8. Plans in detail for the arrival and departures of students: checking taxis and mini-buses, and pick-up and drop-off times, inducting team members into their responsibilities on site, at the airport and in emergencies.

	<p>9. Liaises with the support team at Rye, monitoring services such as catering, cleaning, maintenance and access to facilities, and reports any persistent problems.</p> <p>10. Represents St Clare's at all times: in liaising with visitors to the site, in welcoming students, parents and agents on arrival and departure day, in responding to concerns from parents and agents, in handling links to outside authorities (police, health services, inspectors etc.).</p> <p>11. Monitors the quality and satisfaction levels of the programme as a whole: taking immediate steps to rectify any weaknesses; and conducting performance reviews as appropriate.</p> <p>12. Takes a strong lead in the responsibilities associated with 'safeguarding' and 'duty of care' on a residential programme: ensuring that staff maintain a professional distance from students, that 'risk assessments', 'student incident reports' and log book are completed, student behaviour is monitored, social and cultural integration are encouraged, meal times supervised, students accompanied to hospital or doctor's surgery etc. as required.</p> <p>13. Sets the tone for the team with regard to the supervision, welfare and discipline of students: monitoring routines for cleanliness in bedrooms, for 'getting up' and 'lights out', for the laundry rota, for showering and washing clothes, for reporting damage or loss of property, for responding to illness, homesickness and other emergencies as necessary.</p> <p>14. Actively promotes St Clare's and the Summer Courses inside and outside of the classroom. Seeks opportunities to take photographs of the students in academic settings, sharing them with marketing and recommending other courses.</p> <p>15. Performs other duties as required to ensure a safe and enjoyable experience for the young students in their care.</p>
--	---

TERMS AND CONDITIONS

Terms of Employment	<ul style="list-style-type: none"> ● 6-week contract from 2 July to 13 August 2023 ● Setting up days and induction take place prior to course start date and attendance is required. ● 1 week preparation is required before the all-staff orientation ● You will lead staff meetings on most days.
Place of Work	Junior site, Rye St. Antony's, Franklin Road, Oxford OX3 7SA
Hours of Work	Working hours take place over 6 days per week and may vary according to the rota and the needs of the students. You will have one day off per week.
Notice Period	1 week

Salary / Pay	Weekly Rate of Pay	Weekly holiday pay	Weekly total pay
	£ 659.10	£ 79.55	£ 738.65
Meal	All meals will be provided for in the school dining room.		
PERSON SPECIFICATION			
<i>The successful candidate will have demonstrated the following essential (E) or desirable (D) skills and experience:</i>			
Education and qualifications	<ul style="list-style-type: none"> • A teaching background (D) • Current first aid certificate; lifeguard qualification (D) • Safeguarding training (D) 		
Personal skills and attributes	<ul style="list-style-type: none"> • A keen interest in working with children and younger teenagers (E) • Experience of running a residential 'summer camp' (E) • Proven experience of managing and motivating a team under pressure (E) 		

REFERENCES AND PRE-EMPLOYMENT CHECKS	
<p><i>St Clare's is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment and contracts are issued subject to satisfactory references and outcomes on all necessary pre-employment checks including DBS records and establishing the right to work in the UK. Some or all of these checks may have been undertaken before an offer is made.</i></p> <p><i>Under the National Minimum Standards for Boarding Schools, we are required to follow the guidance in Keeping Children Safe in Education and undertake additional checks on employees.</i></p>	
References	<p>Two full written references and phone references on quoted references may be obtained before or after interview. One referee must be your current or most recent employer. References must also include the last place of employment where you worked with children or vulnerable adults. References from friends or relatives will not be accepted. Please ensure referees know they will be contacted and will respond promptly.</p>
Identity, right to work and qualifications	<p>Original documents confirming proof of identity, right to work in the UK and relevant qualifications will be required.</p> <p>We have a legal responsibility to ensure that all our employees have the legal right to live and work in the UK. If we make an offer of employment, we will need to check that you are eligible to work in the UK before you start work.</p>
Police checks / DBS	<p>Police checks and Disclosure and Barring Service checks will be undertaken. Prospective employees are required to provide information and consent.</p>

	<p>Candidates who have lived and worked abroad in the last five years will be required to provide a certificate of good conduct from the countries in which they worked and lived, as a pre-requisite of employment.</p> <p>Both the DBS and the certificate of good conduct can be initiated and paid for by the College.</p>
Health	Satisfactory completion of a health questionnaire.
Prohibition order checks	Prohibition order checks will be carried out for all teaching and activity roles, including a check of any EEA sanctions or restrictions, and for senior management positions as appropriate.
HOW TO APPLY	
Applications	Applications must be made using the College's standard application form <i>CVs will only be accepted if accompanied by a St Clare's application form.</i>
Email	Applications should be submitted by email to summer.recruitment@stclares.ac.uk
Contact us	Email: summer.recruitment@stclares.ac.uk Tel: 01865 517148