

# exsportise

SUMMER SCHOOLS

Recruitment Guidance

# CENTRE MANAGER



**JOIN  
TEAM  
ORANGE**

# TEAM ORANGE

For 35+ years, we've been pioneers in our field, not defined by size but by excellence. Our philosophy goes beyond traditional Vision and Values; we immerse ourselves in the unique "**Team Orange experience**," the heart of our summer school magic.

Our **mission** is crystal clear—to provide an unforgettable learning experience. **We're a family that cares passionately, supports, challenges, and grows together.** At our core lies sports, the Orange Magic that moulds our summer school, imparting life skills alongside the English language.

Our motto is: "**Tell me and I forget. Teach me and I remember. Involve me and I learn.**"

Our **aim** is to ensure that all students leave us with **improved language proficiency and confidence, motivation to participate in their Specialist Academy, with friendships and memories that will last a lifetime.** As well as providing English tuition, we help our students to discover their **True Me.** This enables them to gain the learning skills, insight and self-motivation that will help them get ready for their future, adult life.

**Team Orange Members** are carefully selected for their passion, enthusiasm, and dedication. We are immensely proud that a **large majority of our team returns year after year, while new additions are often former students or friends & family** of existing members. Together, they contribute to the vibrant atmosphere. Being on Team Orange is a responsibility we all take very seriously, as **we collectively uphold the standards** that make us fiercely proud of the way we operate and of the powerful summer school experience and memories we create for - and with - our students.



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# 2024 KEY INFORMATION: CENTRE MANAGER

## KEY JOB PURPOSE

To oversee and manage the overall operations of the centre to ensure a safe, organised, and enriching experience for all participants and summer staff members.

## REPORTING TO

Senior Head Office Team (CEO, General Manager, Operations Manager)

## SALARY

From £1000 per week (including holiday pay)

## LOCATIONS

- Clayesmore School
- Oundle School
- Seaford College
- Teikyo School
- Worth School

## WORKING HOURS

Variable working hours with early mornings and late nights and weekend work.

## TIME OFF

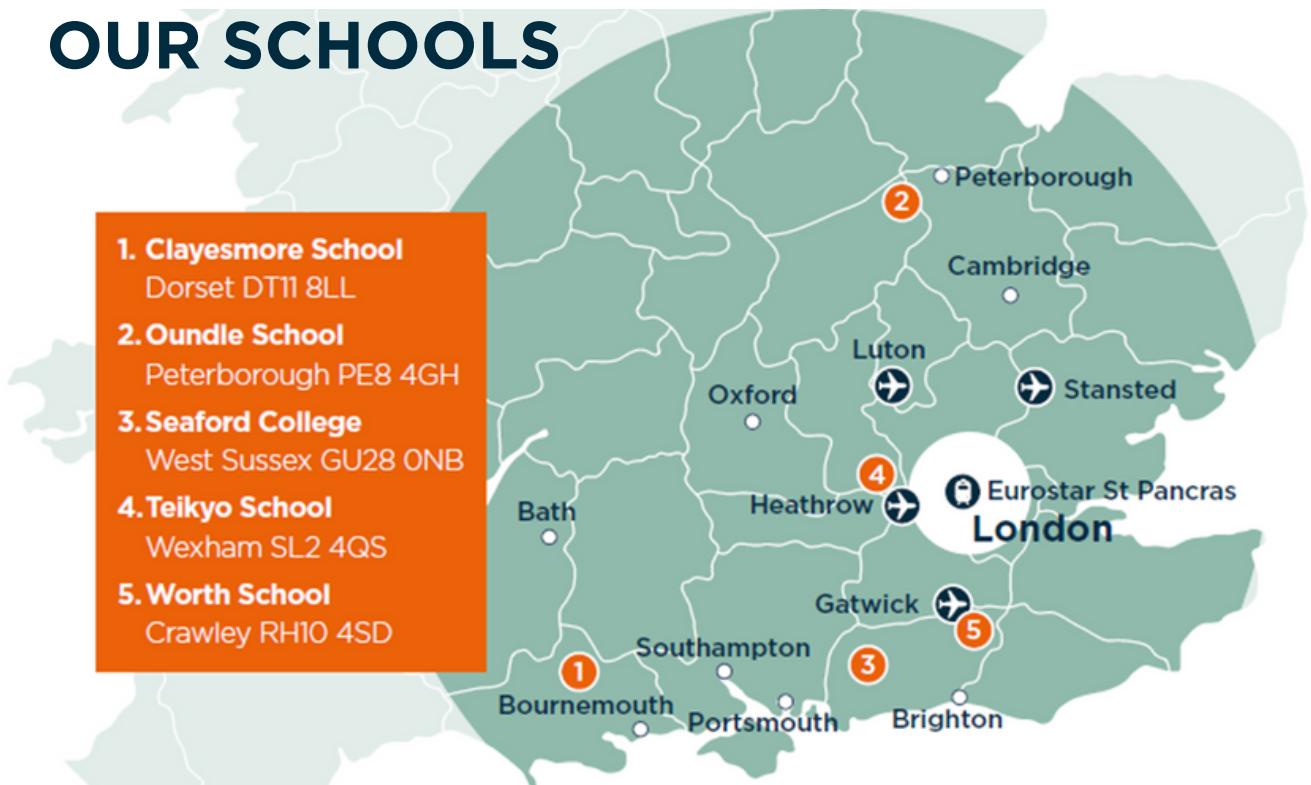
One full 24 hour period per week, usually 10.00 am Saturday - 10.00 am Sunday

## SAFEGUARDING

Exsportise is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment, whether on or off duty. All staff are subject to a Disclosure and Barring Service (DBS) check.

## OUR SCHOOLS

- 1. Clayesmore School**  
Dorset DT11 8LL
- 2. Oundle School**  
Peterborough PE8 4GH
- 3. Seaford College**  
West Sussex GU28 0NB
- 4. Teikyo School**  
Wexham SL2 4QS
- 5. Worth School**  
Crawley RH10 4SD



# OVERVIEW

As the individual in charge, the Centre Manager will collaborate with the teaching, coaching, and welfare teams to guarantee the seamless operation of the centre. Additionally, the Centre Manager will work closely with the Head Office, the host school and the Senior Management Team (Centre Manager, Welfare Manager, Medical Officers, Administrators, Head Coaches, Director of Studies and Events Managers) to establish a secure, enjoyable, and welcoming atmosphere while carefully monitoring and, if necessary, modify the centre dynamics for both students and staff.

All staff are responsible for ensuring the efficient operation of the centre. Our top priority is the safety of children and maintaining the highest standards. We require staff members to exhibit high personal standards and to be friendly, positive, and approachable while maintaining a professional and calm demeanour. Staff should be adept at handling sensitive situations, adhering to confidentiality and data protection guidelines, serving as good role models, maintaining proper professional boundaries and contributing to a positive summer school environment.

## SAFEGUARDING ACCOUNTABILITIES

- To take the lead role in implementing Exsportise's safeguarding and child protection policies and procedures: ensuring all safeguarding and child protection issues concerning children and young people are recorded, responded to and where necessary elevated to the appropriate person or organisation.
- To be the Designated Safeguarding Lead (DSL; the Welfare Manager is DDSL) for your centre and take lead responsibility to ensure staff are always sensitive to the welfare of students for whom they are responsible. This includes taking responsibility and working closer with the centre's IT department for online safety and understanding the filtering and monitoring systems and processes in place.
- To ensure all staff and group leaders understand the safeguarding and child protection policy and procedures and know what to do if they have concerns.
- To receive and record information from individuals expressing concerns about any of our students. Together with the Welfare Manager, take a proactive role in addressing information that might raise child protection concerns, including situations where an adult associated with Exsportise may pose a risk to children and young adults. This involves assessing and clarifying the information, making necessary referrals to statutory child protection agencies, and maintaining communication with these agencies, sharing and receiving pertinent information.

# WELFARE ACCOUNTABILITIES

- To take responsibility for all staff and students' overall safety, welfare and behaviour, including discipline, during their time at your centre and ensure that rules are followed at all times and according to the Exsportise rules.
- To ensure student feedback gets carried out midweek, gets analysed, logged and negative feedback addressed.
- To ensure that all risk assessments and fire drills are carried out as necessary and that any Health & Safety issues are dealt with and recorded.
- To ensure student arrivals and departures run smoothly and that students and accompanying parents feel welcome and well looked after.
- To lead the Welcome Meeting with the Welfare Manager to make sure students and staff get to know you, understand and follow Exsportise rules and procedures.
- To be a visible presence around camp and be approachable.
- To liaise with Head Office regarding all incidents and accidents and ensure they are logged online on the Incident Form as soon as possible and certainly within twelve hours.
- To review accidents and take appropriate measures to prevent recurrences

# MANAGEMENT ACCOUNTABILITIES

- To oversee the management of all aspects of the centre.
- To ensure that standards, as described in Exsportise marketing materials, are met in all areas of delivery.
- To be responsible for all financial aspects of the centre, which include pocket money, petty cash, tuck shop, excursions and authorising staff expenses.
- To ensure the centre operates within the Health & Safety guidelines as set out by both BAPA and the British Council and that all necessary steps are taken to minimise risk, e.g. risk assessments are carried out, acted on and regularly reviewed, Fire drills are carried out in all communal areas and First Aid is available at all times.
- To be in possession of the emergency phone during night times.
- To run the staff induction programme prior to the start of camp (the material is provided)

- To ensure all latecomers and Group Leaders receive a “late starter” induction.
- To complete official school handover, including damage checks and risk assessments, and oversee all aspects of the camp set-up.
- To ensure the Office is staffed at all times during the day (between 7:45 and 21:30).
- To run daily student and staff meetings and ensure minutes are taken and appropriately filed.
- To be responsible for staff rotas and ensure students are adequately supervised 24 hours per day and in line with Exsportise coaching/teaching ratios.
- To ensure that all staff carry out their duties to a high standard and manage any performance management procedures, including staff appraisals as outlined in the Centre Manager Handbook.
- To be in daily contact with Head Office and liaise with the host school, parents and agents efficiently and politely.
- To deal with complaints or grievances from staff, students, parents, host school or agents calmly and efficiently and ensure Head Office is kept up to date.
- To file a daily Centre Manager report on the database
- To ensure regular meetings take place with the Host School to keep up communication and deal with any issues.
- To ensure relevant information is displayed on notice boards.
- To provide an end-of-summer report for Head Office

## Additional Duties

- To follow guidelines as outlined in the Staff Handbook
- To help pack up camp as required by Head Office
- To carry out any other reasonable duties as requested by Head Office

# PERSONAL SPECIFICATIONS

## REQUIRED

- 3+ years experience of working with international students in a residential setting
- Excellent leadership skills, be able to manage, develop, motivate and support all staff and able to set high standards
- Highly organised and responsible character with excellent time management skills
- Excellent communication skills with people of all levels, enthusiastic and friendly
- Independent thinking and ability to problem-solve
- Flexibility and ability to deal well with pressure and to multi-task
- Professionalism: being of smart appearance appropriate to the role and using appropriate language
- Specialist Safeguarding for Designated Lead (formally level 3) experience (if expired, Exsportise will pay for a refresher course)
- Ability to manage course finances proficiently
- Flexible and adaptable approach to working hours

## DESIRED

- Good IT skills and sound knowledge of Google Drive/Microsoft suite

# WORKING CONDITIONS

- You are entitled to one 24-hour period off per week, usually 10 am Saturday - 10 am Sunday.
- Time off during the day will be at your discretion but you will remain on call 24 hours a day in case of an emergency.
- You will be asked to sign the 48-hour working week opt-out agreement.
- You will be provided on-site accommodation, usually in single rooms with shared bathroom facilities.
- 3 buffet style meals are provided by the schools' catering departments, and, by prior arrangement, most special dietary requirements can be cater for.
- As part of the onboarding process, you will be asked to attend an online meeting prior to the start of our courses.

# EARN, LEARN, GROW

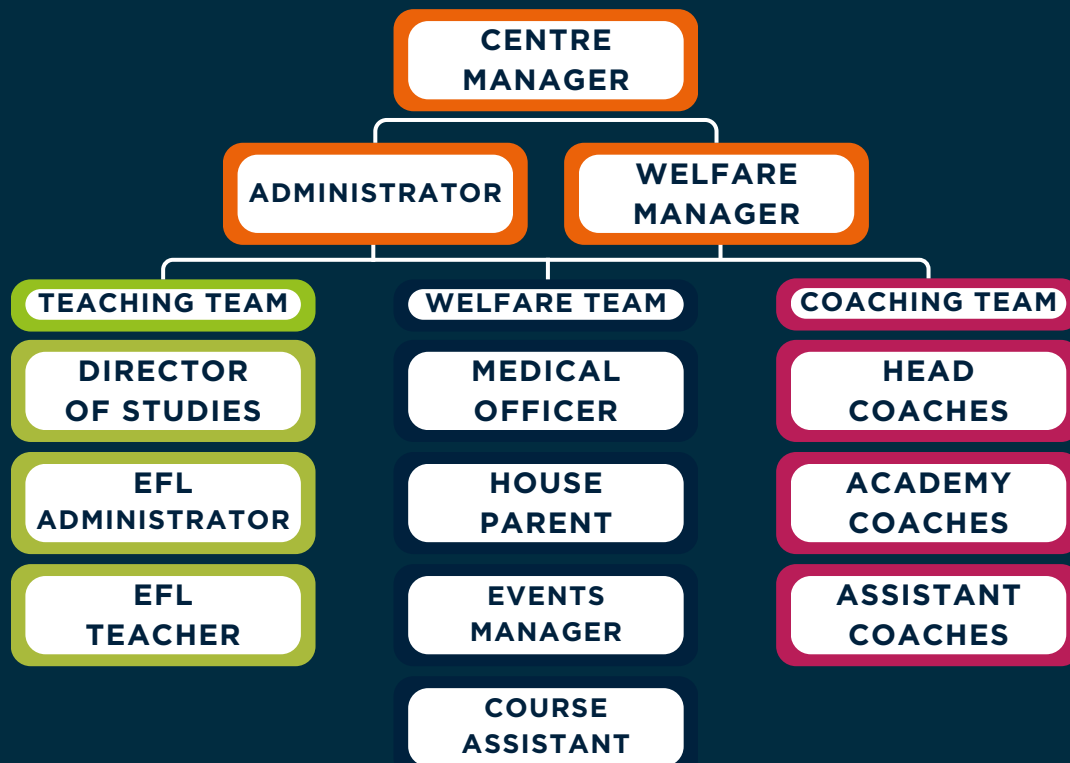


**£1200 per week**  
(£1070 + 12.07% holiday pay)

**£1000 per week**  
(£892+ 12.07% holiday pay)

- Full board accommodation is provided (worth £69.93 per week)
- Two-day in-person induction, paid pro rata
- Grow in a personal and professional capacity
- Learn from other professionals in an ever changing and multi-national environment
- Inspire others and be part of their professional development

## CAMP STRUCTURE





# SAMPLE WEEK

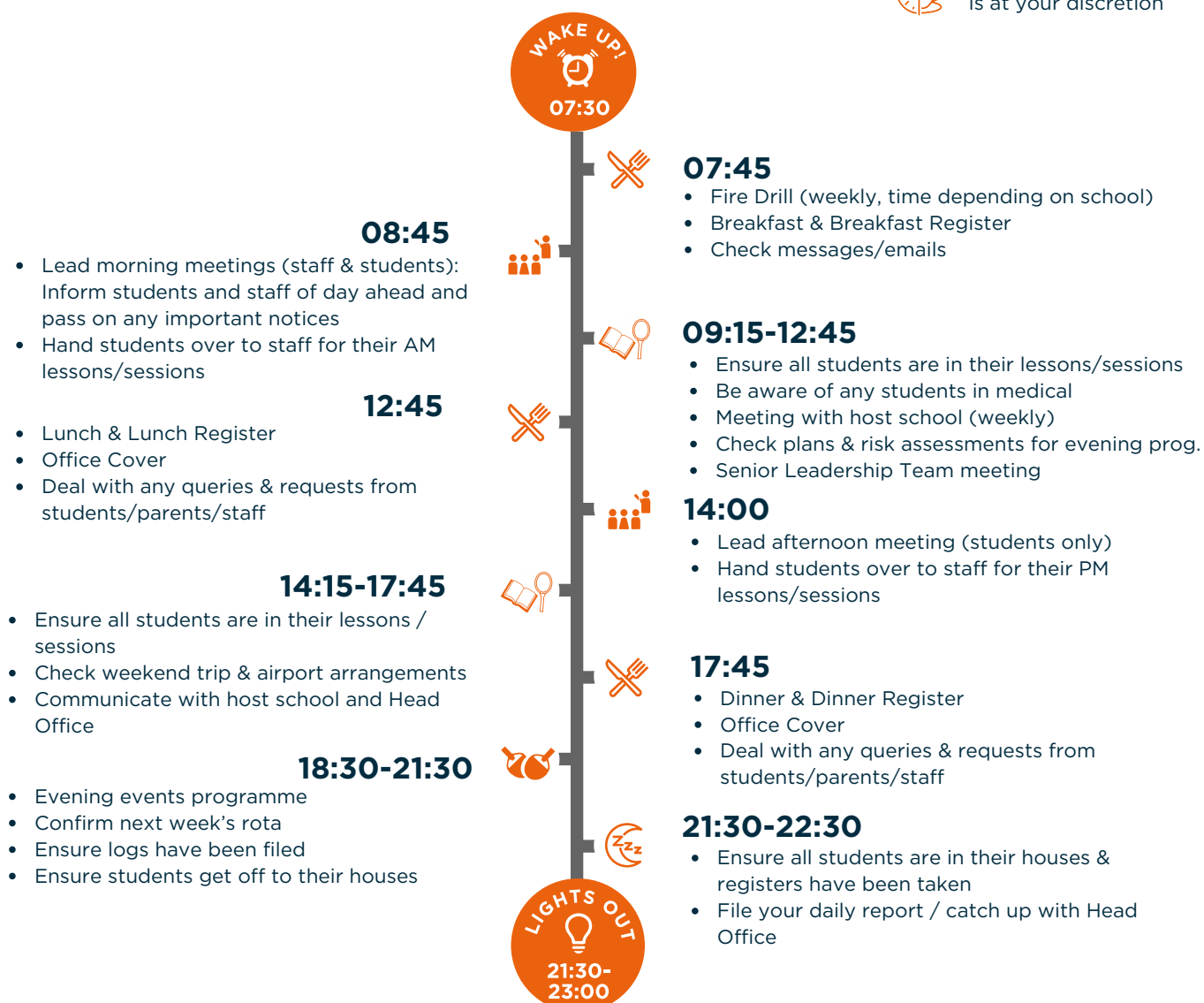
The weekly rota and days off are scheduled by the Centre Manager and, based on the camp requirements, may change on a weekly basis. Any days off requests must be approved by Head Office / Centre Manager.

The example below highlights what the daily routine of a Centre Manager may look like. Please note, this is a sample only, and may vary based on the requirements of the actual camp.

## MONDAY - FRIDAY



Time off during the day is at your discretion



## WEEKENDS



**9:00-18:00**

### Student Arrivals & Departures

Oversee student check-in / check-outs at camp. Ensure departing students are leaving camp on time and with allocated staff member. Welcome new students and parents.



**9:00-18:00**

### Excursions

Ensure students know their group leader, have taken their packed lunches and pocket money and that excursion busses leave camp on time.

# OUR POLICY ON ALCOHOL, SMOKING AND SUBSTANCE ABUSE

Given your role with children, the possession and consumption of alcohol and substance abuse is strictly prohibited on site or during working hours. Smoking, including the use of electronic nicotine delivery systems (ENDS) such as e-cigarettes, vapes etc. is only permitted in designated smoking areas and when off duty. Staff members are required to be in a condition that allows them to effectively supervise students at all times. Failure to adhere to these rules will be regarded as gross misconduct and may result in immediate dismissal.

**For more information or to apply visit:  
[www.exsportise.co.uk/summer-jobs](http://www.exsportise.co.uk/summer-jobs)**



Accredited by the  
 **BRITISH  
COUNCIL**  
for the teaching  
of English in the UK



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Centre of Excellence  
**2023-2024**

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