

MANAGEMENT



Working as a manager at a summer school can be a rewarding and challenging experience, whether you are responsible for a student's academic progress, their engagement in activities or their general wellbeing, or a combination of all of these.

Our Managers are....

ENERGETIC
FLEXIBLE **PASSIONATE**
INSPIRING **PRACTICAL**
PROFESSIONAL **COMMUNICATIVE**
CALM **RESPONSIBLE** **VERSATILE**
COMMITTED **KNOWLEDGEABLE**
HARDWORKING
MOTIVATED **LEADERS**



MANAGEMENT ROLES

Typical Daily Tasks

CENTRE DIRECTOR

- Oversee smooth running of the centre, following guidelines closely, establishing procedures and solving problems quickly and efficiently
- Maintain a professional working relationship with colleagues, clients and venue staff
- Be aware of everything that is happening at the centre and maintain communication channels with Head Office

DIRECTOR OF STUDIES

- Appropriately class students and timetable teachers
- Provide full support for the academic team ensuring the syllabus is used effectively
- Support the Centre Director in the overall management of the centre

ACTIVITY MANAGER

- Deliver a high quality activity and excursion programme
- Lead, motivate and brief your activity team
- Liaise closely with Academic and Welfare teams on Safeguarding issues

WELFARE AND ACCOMMODATION MANAGER

- Manage welfare duties, including writing staff rotas and supervising pastoral care duties
- Plan accommodation for students, organising pre-arrival and departure checks, and damage survey
- Liaise with Group Leaders, both informally and at the meetings to ensure all group needs are met

	CENTRE DIRECTOR	WELFARE AND ACCOMMODATION MANAGER	ACTIVITIES MANAGER	DIRECTOR OF STUDIES
SATURDAY	Day Off	Room Checks and Departures Observe welfare officers Night duty	Activity Leader Inductions Overseeing excursion departures	Teacher inductions Organise teaching resources
SUNDAY	Meet and Greet new students Organise documents for new staff	Organise arrivals of new students Brief individual students on week ahead	Confirming programme arrangements for week ahead Night duty	Day Off
MONDAY	Group Leader Meeting Student & Group Leader inductions Night duty	Student Inductions Confirm transfers for weekend Create accommodation plan for next week	Group Leader inductions Confirm Coach/ Attraction numbers for the week ahead	Student testing Class students Assign teachers to classes
TUESDAY	Confirm meal numbers for next week Meeting with venue staff	Day off	Create activity programme for following week Night duty	Teachers meeting Trinity exam preparation Staff appraisals
WEDNESDAY	Staff meeting Send weekly post to HO Night duty	Staff meeting Work on rota with DOS Meeting with individual students	Day off	Report checking Teacher observations Prepare excursion lessons
THURSDAY	Group leader meeting Confirm new staff arrivals for weekend	Departures preparation Office administration Night duty	Day off	Report checking Teacher observations Prepare excursion lessons
FRIDAY	CMT meeting Staff appraisals Certificate ceremony	Brief welfare staff on weekend arrivals/ departures CMT meeting	Excursion briefing for staff CMT meeting Activity Leader observations	Certificate ceremony CMT meeting Night duty