

WE
WISHFORD
EDUCATION

SUMMER SCHOOLS CENTRE MANAGER

Candidate Pack



WISHFORD EDUCATION

Founded in 2011, our group comprises nine independent schools, eight day nurseries and multiple day and residential camp settings. Currently based in Wiltshire, Gloucestershire, Berkshire and Kent, we're actively looking for high quality opportunities to expand our provision.

The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best. For more information, please visit: www.wishford.co.uk

INTRODUCTION

Wishford Schools offer high quality residential summer schools for international students aged 8-16 at Westonbirt School and Hatherop Castle School.

We are looking for experienced, dedicated and enthusiastic staff members to oversee the delivery of our high quality summer schools, supporting staff members and offering students, parents and agents outstanding customer service. The post holder will report to the Director of Summer Schools, and will line manage staff in their centre.

DUTIES

The post holder will oversee the day-to-day operation of the summer school centre.

Operational oversight:

To assume overall responsibility for the operation of the centre, ensuring the delivery of a high quality summer programme, in line with the ethos of the school, as well as the programme specifications and guidance from the summer schools team.

Welfare and safety:

To ensure the safety and wellbeing of students and staff, planning ahead and reacting to emerging needs appropriately. Communication: To be approachable and maintain a positive and proactive attitude towards colleagues a customers, including students, parents, group leaders and agents.

Staff management:

To assign duties to staff members on the weekly rota, monitor their performance, identify and react to development needs and provide feedback to them.

Reporting:

To report on the operation of the centre to the Director of Summer Schools on a regular basis, and to communicate any issues and requests in a timely manner.

Finances:

To ensure that the centre's operation remains in line with any budget assigned.

Other duties:

To undertake any other relevant duties pertaining to the summer school provision, as reasonably requested.

AVAILABLE POSITIONS

We have the following openings for the Centre Manager in 2024

Hatherop Castle School

Dates: 10–31 July (plus induction)
This role is residential.

Westonbirt School

Dates: 10 July – 7 August (plus induction)
This role is residential.

WORKING PATTERN

The position is available from 10 July to 7 August, with three days' paid induction prior to start.

This is a demanding job with long days and on-call times, and with up to 60 hours of work a week. Post holders will work on six out of seven days a week.

PERSONAL SPECIFICATION

Essential

- Undergraduate degree:
- Fluent English language skills (native or CEFR C2)
- Awareness of safeguarding basics
- Effective communication skills Essential
- Flexibility
- Team working skills
- Sense of humour
- Experience working with children
- Experience working in a summer school setting
- Experience leading and managing teams

HOW TO APPLY

To apply for this position, please use the application form on TES [via this link](#).

Informal enquiries are welcome, and should be directed to Andras Sztrokay, Director of Summer Schools (Andras.Sztrokay@wishford.co.uk).

PAY AND BENEFITS

The weekly wage is £1,150 (£1,026 plus 12.07% holiday pay).

Benefits include:

- Accommodation
- Three meals per day
- Free parking on site
- Fully paid DBS check
- Level 3 Safeguarding training
- First aid training.

Desirable

- TEFLI qualification (CELTA, Trinity CertTESOL or similar)
- TEFLQ qualification (DELTA, Tritinity DipTESOL or similar)
- Experience leading a range of sports and other free time activities
- First Aid training

We are committed to safeguarding and promoting the welfare of students. All positions are subject to pre-employment checks including an enhanced DBS and overseas criminal records checks (if applicable). Two references will be required, which will specifically check if there is any reason why the applicant should not be in contact with children.

The safeguarding and welfare of children is everyone's responsibility and our number one priority. The post holder will be required to act according to the Wishford Summer Schools Safeguarding Policy and procedures and to align with safeguarding good practice.