



# Campus Manager Job Description

**Job Title:** Campus Manager

**Reporting to:** Summer Centres Manager

**Location:** UK or Ireland. The position is residential and therefore Campus Managers are required to live on campus for the entire duration of their contract.

**Salary:** Depending on experience and centre size plus a performance-related bonus. Full board accommodation provided free of charge.

**Working Hours:** You are required to work such hours as are reasonably required to carry out your role effectively. You may be required to work in excess of 48 hours per week and you will therefore be required to opt-out of the European Working Time Regulations.

## Overview of the position

Campus Managers will assume overall responsibility for the smooth running of the summer centre; including staff management, student welfare and liaison with conference organisers. They will solve everyday problems, deal with emergency situations and will be responsible for students' welfare and discipline.

## Management & Administrative tasks

To set up and manage PLUS summer campus according to Head Office guidelines.

To coordinate cordial and transparent communication between the centre, clients, service providers and Head Office and represent PLUS positively at all times.

To liaise with Group Leaders daily, both informally and at scheduled meetings. To communicate with them and understand their needs and expectations and to cooperate with them at all times.

To deal with day-to-day problems and implementing workable solutions.

To line-manage PLUS leisure staff and to ensure they successfully deliver the activity programme.

To control the expenses budget, deal with petty cash according to Head Office procedures and maintain accurate accounting records and receipts.

To close down the centre, pack up and return all PLUS stock, equipment and funds according to guidelines.

To attend the Campus Manager induction weekend.



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## Student Welfare

To be fully aware and conversant with PLUS policies for the welfare and protection of the students and act as named Safeguarding person.

To help students to adjust to life in Britain and to understand information concerning personal safety, British law and centre rules.

To ensure that each student's cultural, religious and dietary needs are met and respected.

To maintain student discipline in residences, liaising with the management team and Group Leaders.

To collect and read student and group leader feedback questionnaires, taking any action required in consultation with Head Office, and ensure feedback questionnaires are sent on time to Head Office.

## Person Specification

### Essential Skills

Native or native level English speaker

Excellent organizational and leadership skills

Flexibility and ability to work in a high pressure environment

Excellent communication and interpersonal skills

Computer literate

Valid DBS check (or local equivalent)

Valid First Aid Certificate.

*Please note that you must have the right to live and work in the UK.*

### Desirable Skills

Previous experience of summer schools, preferably in the ELT market

Experience of working with minors.

## How to apply

To apply for this position, send an email with C.V. and cover letter to [campus@plus-ed.com](mailto:campus@plus-ed.com).

As part of our Safeguarding procedures, applicants should please note that:

- References will be followed up
- All gaps in CVs must be explained satisfactorily
- Proof of identity and (where applicable) qualifications will be required
- Reference requests will ask specifically whether there is any reason that they should not be engaged in situations where they have responsibility for, or substantial access to, persons under 18
- Appropriate suitability checks will be required prior to confirmation of appointment.



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## Why work for PLUS?

### Our Company

Since 1969, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland and offer summer holidays in 36 cities around the world. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by British Council. We aim for high standards in our programs and consequently we are looking for enthusiastic, hard-working, outgoing, involving, managers, teaching staff and leisure organisers. One of our main aims is to ensure an enjoyable summer for all, not only our students, but all members of staff too. Many members of staff do return to work for us year after year and we hope you will too.

### Our Students

Our summer courses take place in universities, colleges and independent boarding schools throughout the UK and Ireland. Students usually range in age from 10 to 18. Students are accommodated residentially at the centre, or with local families.

### Our Courses

Our courses are designed for students who wish to become more proficient in English and more confident in their speaking and listening skills. Our highly-interactive course is focused on functional and communicative language studies with a specific focus on vocabulary and pronunciation skills.

Courses usually last for two or three weeks and also include a full leisure and excursion programme including afternoon and evening activities and at least one full-day excursion per week to popular tourist places.