

## Campus Manager Job Description



### Campus Manager

Do you have exceptional customer service skills? Are you able to build rapport with stakeholders from all walks of life? Do you have managerial experience, and working knowledge of the EFL industry? Are you hard-working, committed, ambitious, and looking to enhance your CV?

**What we are looking for:** Responsible professionals who can motivate, manage and oversee a team whilst dealing with customers, accommodation providers, facilities managers, and report to Head Office along with being skilled at using Microsoft Office. Campus managers are extremely organised with high levels of emotional intelligence.

**Reporting to:** Head Office

**Location:** UK & Ireland. The position is residential and therefore Campus Managers are required to live on campus for the entire duration of their contract. Full Board and Accommodation is included in the contract.

**Salary:** Between £650 and £725 per week depending on skills, experience, and the centre. There will also be a discretionary bonus of £300 paid upon completion of contract.

**Working Hours:** You are required to as many 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 Working Time Regulations. You will be entitled to one day off per week only to be taken during full day excursion days.

#### **Overview of the position**

The Campus Managers take overall responsibility for the setting up and running of the campus in line with Head Office guidelines. They act as the campus safeguarding leads, reporting to both the Assistant and Designated Safeguarding Head Office Leads, and the main campus First Aider. The Campus manager will take overall responsibility for the smooth-running of the centre, including staff management, student welfare, and liaison with the facilities management. They will be the face of customer service, solve everyday problems, deal with emergency situations, and will be responsible for student and staff welfare and discipline.

#### **Person Specification**

Native or native level English speaker Excellent organisational and leadership skills

Flexibility and ability to work in a high-pressure environment

Excellent communication and interpersonal skills

Computer literate

Experience of management within the EFL industry

**Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.**