

Bucksmore provides academic short courses to students aged 10-18 that have been modelled on American summer camps, with 'Counsellors' who live with students, teach lessons and lead excursions and activities, providing a higher level of pastoral care, guidance, and friendship – giving students more than just 'teachers' and 'activity leaders' at a summer school.

Recognising that high-achieving and well-motivated individual students wanted more from a UK summer school than just English language, excursions and afternoon activities, we have developed more challenging courses such as EFL based Young Leaders and the subject based courses Young Professionals, University Preparation and Advanced Studies. In 2019 Bucksmore were proud to have been awarded the PIONEER 'Language Educator of the Year' award showcasing our commitment to innovation and student involvement.

With over 40 years of experience to perfect and improve the quality of our prestigious summer schools, we are proud of the academic short courses we offer. It is our goal for each one of our courses to be the best course that our students have ever attended. We welcome over 75 different student nationalities every year across our courses and ensure there is always a good mix of students on our courses.

<b>Job Title:</b>	Centre Manager
<b>Reports to:</b>	Bucksmore Head of Operations and Head Office Team
<b>Courses:</b>	All Courses
<b>Location:</b>	All Locations
<b>Course Dates:</b>	Bucksmore Summer courses run from the 27th June to 15th August with a typical contract length of 4-6 weeks. All staff undertake a paid period of induction prior to student arrival on a course.
<b>Remuneration:</b>	Up to £1134 per week - £900 per week basic pay +12.07% holiday pay per week (£109) + up to £125 performance related weekly bonus.

## Centre Manager • Main Duties & Responsibilities

### Role Definition:

Bucksmore Education strives to have a great team of leaders within our centres. The Centre Manager (CM) role is responsible for the day-to-day management of a centre and is responsible for its smooth running. It is the most senior post at the centre. The CM is in charge of all aspects of the centre, from managing finance, budgets, staffing and accommodation, dealing with clients and liaising with College staff. Forming the head of each senior management team the CM will directly line manage and work closely with an Academic manager and an Activities manager to ensure the smooth and successful day to day running of the centre. The CM is the Safeguarding Lead for the centre, and will undergo Safeguarding specific training for this responsibility. It is a challenging but rewarding opportunity.

The list below summarises the key tasks of the role and is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Head of Operations and Head Office Team. Bucksmore will exercise this right reasonably.

- Ensuring that all necessary materials and equipment are in place at the centre in time for opening.
- Provide a comprehensive induction day for all staff that ensures they have a good overview of their roles at the centre, and the performance expectations.
- Hold regular meetings with all staff to ensure that the running of the centre is efficient and up to Bucksmore's high standards in all aspects of the academic and activity programme.
- Hold regular meetings with the appropriate college administrative staff (e.g., catering (meal numbers, dietaries) and accommodation managers) to allow for the smooth running of the centre.
- Liaise with the Head Office in respect of student numbers/expected arrivals departures or cancellations.
- Organise & implement student arrivals and departures; this includes booking coaches, taxis, etc and assigning staff on the airport transfers.
- Ensure that staff payroll is submitted on time, in accordance to the dates specified by the Recruitment Manager.
- Liaise with Head Office in respect of staff pay details.
- Manage the weekly expenses budget and petty cash, ensuring that the weekly finance and administration report is completed and sent to Head Office on time.
- Manage student pocket money and update payment ledger accurately.
- Work with other Senior Staff, to maintain staff and student discipline.
- Maintaining control over student security and day to day pastoral care and student welfare. The Centre Manager is the Safeguarding Lead at the centres (with support from the Bucksmore Designated Safeguarding Lead at all times).
- Upon arrival, the CM is responsible for students being allocated to their rooms quickly and efficiently.
- Upon departure, CM is responsible for inspecting all the rooms for damage and any damages recorded.
- Monitoring staff levels and ensuring appropriate staffing levels are maintained, in consultation with the Bucksmore Head Office.
- Shutting down the centre at the end of the course, returning all materials and equipment to Head Office.
- Provide an end-of-course report to Head Office.
- Ensure all staff receive appraisals and these are passed to HR at Head Office.
- During working hours, devoting their time, attention and abilities to the business and affairs of the centre and not act in any way that may bring Bucksmore Education into disrepute.

## Centre Manager • Person Specification

**Legal Requirement:** All applicants must have the eligibility to work in the UK prior to commencing employment. The following are the essential and desirable requirements needed in order to do the job.

### Knowledge, qualifications and experience:

#### Essential

- Native or native level English speaker
- Experience of working in a residential summer school or similar environment in a management role
- Experience of working with young learners and delivering a programme of study for young learners

#### Desirable

- Either CELTA, Trinity TESOL, PGCE in English or MFL,
- PGCE Primary Education
- Knowledge of child safeguarding procedures
- First aid qualification

### Personal Attributes:

#### Essential

- Commitment to delivering a high standard of work
- Demonstrates respect for equal opportunities and diversity
- Adopts a positive approach to personal learning and development
- Consistently demonstrates a 'can do' approach to work and self-motivate to achieve high quality standards

### Skills, abilities and competencies:

#### Essential

- Excellent communication skills and proven, strong leadership skills
- Desire and ability to provide outstanding customer service
- Ability to communicate with a range of people including parents, agents and host site staff
- Exceptional organisational skills
- Proven ability to work effectively under pressure, prioritise and manage a varied workload

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# Centre Manager - Further Information

## Background:

Students attending a Bucksmore summer programme receive a combination of English language or subject specific tuition combined with a comprehensive activity programme which includes two full-day excursions and up to one half-day trip every week. There are activities during the afternoon and evening with the excursions and trips spread throughout the week on designated days. Bucksmore students are mostly individual students as opposed to large, single nationality groups.

## Pastoral Care:

The Centre Manager is the Safeguarding Lead at the centre and adheres to welfare policy at all times, and will be required to adhere to Bucksmore's Child Protection Policy. Due to the nature of a residential summer camp, a Centre Manager will be aware that their role is not limited to just running a centre, but that students require 24/7 pastoral care, discipline if and when required, and supervision at bed-time and wake-ups. The Centre Manager is ultimately responsible for all students and staff on-site.

## Centre Manager Commitment:

The CM role is an extremely demanding one. Successful CMs should be prepared to devote all of their time and energies to the running of the centre and remaining calm and organised at all times.

## The Working Week:

At least 48 hours per week. All residential staff will be asked to 'opt out' of the 48-hour working time directive. The job demands a high degree of flexibility and will involve evening and weekend work. Staff will have one full day off per week.

# The Bucksmore Continuum

## Our Courses

Bucksmore Education provides a range of academic courses for all levels and subject desires. Below are all our courses on offer. For more detailed information on our courses, please visit the [Bucksmore website](#). We like to pair our staff to courses that uses their skill set, so if you see a particular course that suits your experience, please let us know!

EFL Foundation	Academic Development	Academic Enrichment	University Preparation
<b>Bucksmore English (10-13 &amp; 13-16)</b>	<b>Young Leaders (14-17)</b>	<b>The Show Must Go On: The Young Performer (13-16)</b>	<b>Advanced Studies Programme (16-18)</b>
<b>English Plus (10-13 &amp; 13-16)</b>	<b>Young Professionals (13-16)</b>	<b>Message Received: The Social Media Influencer (16-18)</b>	
<b>Intensive English (13-16)</b>	<b>Young Professionals (16-18)</b>	<b>The Art of Noise: Music &amp; Audio Production (16-18)</b>	
<b>IELTs Preparation (16-18)</b>		<b>Curtain Up: Musical Theatre Production &amp; Performance (16-18)</b>	
		<b>Build the Future: Design, Engineer, Construct (16-18)</b>	

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## Our Course Dates

Our centres have different starting dates and length of time being open. During the interview stage, you will be asked for your availability for the summer. This is so we can match you to the most suitable course based on your availability. A Bucksmore weeks always starts on a Tuesday.

### Week Start Date

Centre	Location	27th June	4th July	11th July	17th July	24th July	1st Aug	8th Aug
Plumpton College	Brighton	✓	✓	✓	✓	✓	✓	
King Edward's School	Surrey			✓	✓	✓	✓	
St Hilda's	Oxford	✓	✓	✓	✓	✓	✓	
King's College London	London		✓	✓	✓	✓		
Tonbridge School	Kent		✓	✓	✓	✓	✓	✓
Oxford International College	Oxford		✓	✓	✓	✓		
d'Overbroeck's College	Oxford			✓	✓	✓	✓	
Corpus Christi	Cambridge			✓	✓	✓	✓	
St Edward's	Oxford		✓	✓	✓	✓		
Magdalene College	Cambridge			✓	✓	✓	✓	
Brasenose College	Oxford	✓	✓	✓	✓	✓	✓	

## Application Process: Next steps, Safeguarding and paperwork

1. Please complete the online application form which will guide you through all the relevant fields. As part of our commitment to safer recruitment all applications must include a full and up to date work and education history. You will be asked to explain any gaps in your CV and any applications with significant omissions will not be considered. You must provide two referees on applying which Bucksmore reserves the right to contact before or after interview.
2. If you are short-listed, you will be invited to an interview with the Bucksmore Recruitment Manager.
3. All management positions will require a second interview with their reporting line manager which includes a task based assessment.
4. Successful candidates will undergo an enhanced DBS check (and a police check if you are residence outside the UK) and must provide a copy of their identification (e.g. passport, driving license) for our records.

Bucksmore Education strives to have a fair and equal recruitment and selection process. Successful applicants will come from diverse backgrounds and with varying levels of experience but all will be able to demonstrate commitment and enthusiasm to work with children and ensure they have the complete 'Bucky' experience.

Bucksmore Education is committed to safeguarding and promoting the welfare of children. The post holders' responsibilities for safeguarding and welfare of the students for whom they are responsible and with whom they come into contact, will be to adhere to Bucksmore's Child Protection Policy. You will be asked to provide the contact details of at least 2 referees. Referees will be asked specifically whether there is any reason that you should not be employed in situations where you have responsibility for under 18s.

Bucksmore charge approximately 50% of the cost of a DBS check (£23.15) which is deducted from the first payroll.

\*\*Please be aware, the role will require substantial amounts of walking.

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