

Job Title: Residential Centre Manager (Harrow School Boarding House)

Details of Position:

The KKCL Harrow School Boarding House Centre Manager will run the student residence at the prestigious **Harrow School** this summer with the support of the House Parent and assistance of Activity Leaders.

The students will be aged 12-17, with up to 60 beds booked for KKCL students per week. There will be on-campus activities and operations running daily and the Centre Manager will organise and manage these.

During our most recent British Council inspection (2015) strengths were noted in the areas of course design, teaching, care of under 18s, leisure opportunities, care of students and student administration and our Centre Manager plays a key role in the pastoral and leisure opportunities side to summer school.

Opening Dates

Saturday 11th July – Wednesday 12th August 2020

HOURS OF WORK

6 days per week.

MAIN DUTIES

LEISURE AND WELFARE

- This is the most senior role in our residence, and reports directly to the senior directors.
- Look after all KKCL residential students at Harrow School along with residential staff members.
- Lead the arrival welcome and induction of residential students.
- Manage residential staff.
- Be the face of the school to client group leaders and agency partners, and lead by example to manage the residential staff team.
- Manage on-campus activities (e.g. evening activities) with the help of the Activities Manager and House Parent.
- Work together with the Director of Operations and Director of Studies at St Dominic's Sixth Form College as part of our summer centre's Senior Management team.
- Take the lead in ancillary operations.
- Take a hands-on approach to problem solving and improving the smooth running of the whole summer school centre operations.
- Support the Transportation Officer in their work (daily pick and drop arrangements, airport transfer).
- Encourage full and enthusiastic involvement by students in the scheduled Activities Programme.
- Pastoral duty, which includes: breakfast duty/roll call, lunch duty, dinner duty and night duty on a rota basis.
- Administrative work as required.
- Assist with departures, checking bedrooms and facilities, escorting students etc.
- Work one full day per weekend.
- Attend induction prior to commencement of the summer school.

Qualifications

Required:

An undergraduate degree
Excellent communication skills
Excellent interpersonal skills
Computer literate
Sense of fun!

Desirable:

Experience of working in a residential summer school
Safeguarding Level 2 qualification
First aid / sporting qualifications

Salary and Benefits

£550 to £638 per week depending on experience (including 12.1% accrued holiday pay)
All meals and accommodation provided.

We cannot offer work permits to candidates who are not eligible to work in the United Kingdom.

Should you be successful...

We will require the details of two recent and relevant referees who we will contact.

Any gaps in your CV will be enquired about, and must be explained satisfactorily.

KKCL is committed to safer recruitment so you will be required to undergo a Disclosure and Barring Service check (previously called a Criminal Records Bureau check), or equivalent if living outside the UK, and you will be asked to sign the Childrens Act 1989 declaration safeguarding the welfare of children, and state that you have no known reason why you cannot work with children.

2 types of official identification and certificates (either originals or certified copies) will be required for our records. KKCL is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We have a comprehensive Child Protection Policy and procedures in place which all employees, volunteers and contractors are expected to adhere to.

KKCL Harrow School Centre Manager Teacher Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
08.00	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast Duty	Breakfast	Breakfast Duty
Morning	Operations at residence	Operations at residence	Operations at residence	Operations at residence	Operations at residence	Free Time	Organisation of arrivals / departures
12.20 – 13.30	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty	Lunch Duty		Lunch
Afternoon	Evening Activity Planning	Evening Activity Planning	Evening Activity Planning	Evening Activity Planning	Evening Activity Planning		Organisation of arrivals / departures
18.30	Dinner Duty	Dinner Duty	Dinner Duty	Dinner Duty	Dinner Duty	Dinner	Dinner Duty
Evening Activity 19.30-21.30	Evening Activity	Evening Activity	Evening Activity	Evening Activity	Evening Activity	Free Time	Evening Activity
Night Duty 22.00-23.00	Night Duty	Night Duty	Night Duty	Night Duty	Night Duty	Free Time	Night Duty