



international schools

MLI INTERNATIONAL SCHOOLS

About us

Here at MLI International Schools we run several Junior Summer Centres across the UK and Ireland. We are an experienced, British Council accredited organisation with over twenty-five years' experience in this business. We aim to give a positive, life enhancing experience to both our students and staff.

MLI currently operate 10 Summer centres throughout the UK and Ireland and we are continuing to expand year on year. We welcome over 5000 students in our centres in Edinburgh, Liverpool, Lancaster, London, Reading, Dublin, Galway and Limerick. We aim to deliver highly communicative English language tuition for young learners in which all the strands of the programme interconnect to create a dynamic overall experience.

Centre Manager Position

The Centre Manager is responsible for the smooth running of all aspects of the centre, establishing procedures and solving problems quickly and efficiently. This is a residential position and duties will include supervising students in their residences.

The CM must be aware of everything that is happening at the centre and keep communication channels to Head Office open. The Centre Managers role is a position of responsibility, you will be monitoring all aspects of the programme, accommodation, food and student welfare. This position requires enthusiasm, management skills, problem solving and leading a team. Attendance at management training days are essential.

All Centre Managers must have read and understood the Centre Manager handbook, MLI policies and procedures and be fully conversant with our policies for the welfare and protection of children. At all times whilst on duty, you are responsible for the care, welfare and safety of students whilst ensuring they are following school rules.

Main Responsibilities:

- Overall management of the centre to ensure that a high-quality programme is delivered, following our guidelines closely.
- Overseeing the Director of Studies and Activity Co-ordinator/Activity Leaders to ensure effective management of all staff.
- Maintaining a professional relationship with all stakeholders
- Ensuring the safety and welfare of all students.
- Reporting to the Operations Manager on a daily basis.
- Welcome the groups to the centre on arrival and give them an induction.
- Responsible for all rooming allocations, meal times, staff rota's and group arrivals/departures.

Administration

- To lead and participate in the staff induction day on site, usually two or three days prior to the students' arrival.
- Ensure that the centre, courses and welfare of staff and students, complies with accreditation and governing bodies guidelines. (Documents available on-site).



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- Establish and maintain clear lines of management and effective procedure, and work closely with your team to achieve this.
- Manage the provision of good customer service according to customer needs of the client. Represent MLI positively in all conversations with clients, staff, and the host centre.
- Control expenditure of the budget and maintain accurate accounts.
- Liaison with host school regarding catering issues, use of areas within the school, booking of facilities, damage, and any other issues related to the hire and use of the host's facilities.
- Ensuring that sufficient transport has been arranged for airport transfers.
- Dealing with enquiries or complaints from group leaders, parents, agents, students, and staff.
- Close the centre, pack and return all MLI stock and unspent centre monies accordingly.

Personnel

- Ensure the centre office is functioning and secure at all times.
- Create a positive team atmosphere and motivate the staff effectively.
- Carry out staff appraisals, and ensure high levels of performance are maintained
- Ensure that accurate data on staff is maintained according to the CM manual.
- Resolve any problems with staff or complaints from group leaders. Contact with Operations Manager before any discipline procedures.
- Liaison with Head Office accounts on payroll matters.
- As part of your end report include a personnel evaluation on each MLI team member.

Welfare & Safeguarding

- Carry out night time duties on a rota basis.
- Allocate and monitor all residential accommodation with the assistance of your team.
- Ensure that sufficient members of staff are allocated in each house to maintain a rota of student supervision.
- Monitor all non-residential students and check that their transport is operating effectively (if applicable).
- Be up-to-date on all welfare information given to host families.
- Must be fully aware of all emergency procedures in major incidents
- Ensure fire drills are held in co-operation with your centre during the summer.
- Ensure that students and staff all follow the rules according to MLI Induction, safeguarding policy and staff/student handbooks.
- Undertake the role of Designated safeguarding person (DSP). This requires the completion of a Safeguarding Basic Awareness Level 1 Training online. As DSP you will be responsible for handling any safeguarding concerns throughout the centre. You will have training in how to deal with this.
- Ensure that all MLI Health & Safety policies are implemented and monitored.
- Support the ACO in their role when required.



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Other Duties

- Write a final report to be submitted to HO no later than five days after the closing of the centre.
- Carry out weekly meetings with Group leaders. Carry out daily meetings with staff
- Additional duties as required.

PERSONAL SPECIFICATION

Legal requirements: Eligible to work in the UK & Aged 18 years and over.	
Essential:	Desirable:
Educated to degree level or equivalent management experience	Previous experience of running a Summer Centre
Ability to motivate, inspire and enjoys working with others.	Competent sports person with excellent knowledge of rules and organisation of sports/games
Relevant Management and leadership experience.	Proven competence in administration and is computer literate
Excellent communication skills and excellent level of fluency in English.	Occupational First Aid Qualification Lifeguard/Coaching Qualification
Enthusiasm and to be a team player.	Previous EFL summer school experience, working with children or activity leading
Excellent organisation skills, including multitasking and dealing with often changes	Experience and interest in related subjects e.g. sports, drama, arts and crafts etc.
Ability to work in a high-pressure environment	Experience dealing with HR issues
Responsible with the welfare of others	Experience working in a Summer Centre or residential centre
Flexible and ability to adapt quickly	Has experience of British Council inspections.
Current and Fully Qualified Occupational First Aid Certificate	Has worked with people who are not native speakers
Hardworking and can lead by example.	Ability to incorporate British Culture into centre and to create cross-curricular links

MLI International Schools is fully committed to the safety of the children who take part in our programmes. All contracted staff are asked to complete DBS or PVG check and all applicants are required to provide two references. Reference requests will ask specifically whether there is any reason that you should not be engaged in situations where you have responsibility for, or substantial access to, persons under 18. You will need to explain any gaps in your CV. Evidence of eligibility to work in the UK must be provided at interview stage. Apart from in exceptional circumstances, the employee will be responsible for the cost of a DBS/PVG check.

This role meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974. All applicants who are offered employment will be subject to a Disclosure and Barring Service check before the appointment is confirmed. This will include details of cautions, reprimands or final warnings as well as convictions.