Job Title: **Language School Centre Manager**
Contract: FULL TIME, PERMANENT.
Reports to: General Manager

**Job Purpose:**

This role is to take over the Centre Manager position in our well-established Abergele training centre from the current Centre Manager who is now fully committed to being the company’s General Manager. This position is responsible for the day to day running of the Abergele centre in order to provide an excellent service and further develop relationships with local business and educational communities.

**Key Responsibilities:**

**Centre Management**

- Overview, policy, planning and implementation re language and training programmes to be developed by Conlan School or its partner organizations, with particular focus on logistics (accommodation, coaches & transportation, programmes, timetables, contact with host families, etc);
- Overview, policy and implementation re stage, shadowing and work experience to be developed by Conlan School or its partner organizations;
- Overview, policy and implementation re translation and other business support services as carried out by Conlan School or its partner organizations;
- Close liaison with and support of Director of Studies to ensure delivery of high quality service;
- General management and supervision of the use of Conlan School centre and responsibility for Health & Safety of all students, staff and visitors;

**Development**

- Local promotion and marketing activities in keeping with the general mission of Conlan School;
- Preparation and maintenance of accreditation and visits by external organizations (eg ABLS, The British Council, ISO, etc);

**Administration**

- Organization of weekly payments’ files
- Preparation of reports

**Languages**

- Any European language would be an asset. Clients are mainly Italian.

**General**

- Attend training to develop relevant knowledge, techniques and skills and independently develop skills as applicable.
- Any other Ad hoc duties that are felt reasonable to fulfil the Job Description.

**Skills & qualities**

- Counselling & interpersonal skills (ability to understand people’s needs)
• Excellent communication skills & time management skills
• Financial management – keeping budgets, managing expenses
• Managing people
• Ability to create and maintain business networks/relationships
• Office administration experience (IT literate, particularly MS Excel)
• Analytical thinking
• Attention to details

Experience

• Year-round centre management experience, preferably within the EFL sector: MINIMUM 2 YEARS
• Hospitality/sports activity management experience (customer care)
• Pastoral/welfare experience
• Team working experience
• Financial management/cash handling experience

Qualifications

• Essential:
  o Degree qualified or equivalent
  o Driving licence & car
• Desirable:
  o Work-related qualifications desirable (1st Aid at Work, Fire Marshall, Child welfare and other)

Location

Your normal place of work will be our Abergele centre. It will be necessary for you to live within 10 miles of the school, preferably in Abergele itself. You must give your availability to be on-call and work at weekends.

Who we are:

Conlan School is the English language school in Abergele (Wales) and Chester (England).

Conlan School is an original project that couples the teaching of a language with an experience of active communication, in an environment rich in cultural and linguistic stimuli.

As a Language School, we mainly work with European secondary school groups, who come and visit us for one or two weeks.

We have two small centres: one in Abergele, founded in 2001 and one in Chester, founded in 2012. Each centre employs a Centre Manager and a Director of Studies plus a network of local EFL teachers. Our General Manager is based in Abergele and will be your Manager. Abergele has 4 teaching rooms and 2 offices and shares its facilities with the local Youth Action and an innovative IT company. Chester has 5 teaching rooms and 1 office.

We are a young, enthusiastic, energetic and hardworking team of professionals who believe in the importance of understanding and acknowledging the diversity of the world in which we live in today, both from a local and global perspective: our job is not a standard 9-5 job… it is a lifestyle!

Our dream is to create a network of small language school centres in the UK to welcome students to the UK and also to develop an innovative e-learning platform to teach English online all around the world!
As we grow, we seek to offer increasing opportunities for people to develop professionally and personally, according to the principles of personal contribution, transparency and high standards of communication.

We are looking for YOU to join our team in the long term: we would love you to take part in our project and help us with your skills!

www.conlanschool.com

Salary:

£23,000-25,000

**Probationary period:** 10 months (1 operating season)

**Eligibility & Safe Recruitment**

Applicants MUST be eligible to work in the UK

Conlan School is committed to promoting and safeguarding the welfare of children and young people, and expects all staff to share this commitment.

- A DBS form will be requested in the event of a successful application
- Completion of a DBS application is a condition of employment
- It is acceptable if you have signed up for the online Disclosure service and give us permission to access your details.

**APPLICATION DEADLINE:**

Please apply before 22rd November 2013 via email to recruitment@conlanschool.com
Please include Ref: Centre Manager in the subject

The job starts in January 2014

More information: www.conlanschool.com/recruitment/