



ABBHEY COLLEGE IN MALVERN

Job Description: Centre Manager Summer School 2027

Introduction

In essence, this role is to ensure a lively, exciting, stimulating professional and informative environment where students can learn and develop their skills and English language whilst trying new activities in safe and secure surroundings. The following is an indication of responsibilities; it is not intended to be exhaustive.

Overview

To ensure customer satisfaction in the leading of activities and trips & teaching, as well as maintaining proper levels of student safety, discipline and welfare. **RESPONSIBLE FOR:** Planning, organising and operating a high-quality Summer School programme.

Activity Programme Duties

- To organise, prepare and if applicable, coach relevant activities
- To pay particular attention to the safety and well-being of students at all times, and, during activity sessions, to take all adequate precautions regarding supervision and safety arrangements.
- To be well turned out and in good time for all activities
- To arrange daily meetings with all activity leaders
- To attend and organise activity assemblies, including the emptying of boarding houses
- To create and keep accurate registers of attendance and make sure you are informed of any absences
- To make sure that the sports pitches are marked and the College sports equipment is stored and maintained correctly
- To manage and monitor all of the activity team. You are responsible for making sure all activity staff are where they are supposed to be and to ensure they are working to the best of their abilities. This also includes making sure all of the activity team are wearing the correct uniform and wearing their ID badges.
- Alongside the welfare manager, you will be responsible in creating the activity staffs rota for each week. If an activity staff member does not show up to work, it is your responsibility to find cover.

Excursions

- To organize full day weekly excursions
- To be responsible for an allocated group of students throughout the duration of the excursion
- Ensure the students are safe and supervised all times during the excursions
- To ensure students aged fifteen and under are supervised throughout the excursion

General Duties

- To plan and create the weekly timetables for the entire Summer.
- To encourage the students to speak English at every opportunity
- To ensure College bedrooms and boarding houses are tidy
- To help ensure students do not breach the College rules
- To monitor the welfare of the students
- To help to ensure students behave in such a way that health and safety is promoted within and outside of the College
- To help keep the College tidy and presentable.
- To attend all necessary meetings
- To supervise student meals as per the meal Rota
- To assist with wake ups and bed checks as necessary
- To be familiar with and to follow the appropriate College policies

Produced by:	CS	Date:	25/04/17	Checked by:	MN	Date:	29/09/2026	Approved by:	MNJ	Date :	29/09/2026
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Abbey College in Malvern Ltd (Number 08661073)

Registered in England and Wales. Registered office: 253 Wells Road, Malvern, Worcestershire, WR14 4JF.

Member of ENGLISH UK, Accredited by the British Council for the teaching of English in the UK, DfES Reg. No. 8856026



ABBHEY COLLEGE IN MALVERN

Conditions

Working Hours

You will work one six-day week followed by a 5-day week (repeated) during the Summer. The hours of work will be those necessary to fulfil the responsibilities of the role but as a minimum you will work two out of three sessions a day.

Salary Details

You will provide an invoice (inclusive of holidays) for between £750 to £900 (depending on experience) per week either at the end of each month or at the end of the Summer. You may receive a bonus of £100 per week to be payable at the end of the Summer, based on student satisfaction and feedback.

Personal Specification

- Applicants must be enthusiastic, hardworking and willing to work long, and often unsociable, hours.
- Applicants must be well presented.
- A willingness to work as part of a team and to be a competent communicator is vital.
- Cross cultural awareness and understanding should be demonstrated.
- Coaching qualifications and experience of similar work would be an advantage

Dress Code

- When assisting with activities or accompanying students on excursions, official Abbey College T-shirts/ Polo Shirts must be worn.
- ID badges must be worn at all times when on duty.

If you wish to apply for the above position, please complete our online application form by clicking [HERE](#). Alternatively, please post or email a copy of your CV with a covering letter. All applicants must complete and return a completed copy of the Abbey College declaration form.

Abbey College in Malvern is committed to safeguarding and promoting the welfare of children and young people and expects all current and prospective staff to share the same ethos. The successful applicant can only begin work at the College once they have completed

the Barred List and DBS checks, and the College has received and verified two satisfactory references

Please sign below to indicate you have read and understood the above job description, and return one copy to the College.

Name: _____

Signature: _____

Date: _____

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