

# Campus Manager Abridged Job Description

*Please note that this job description is an abridged version for informational purposes only. The complete and detailed job description will be shared with successful candidates during the onboarding process.*

**Title:** Campus Manager

**Reports To:** Director of Operations and Campus Life

**Summary of position:** The Campus Manager is responsible for the overall management and operation of our summer school's campus. This role requires exceptional organisational, leadership, and problem-solving skills to ensure the successful execution of all programmes and activities.

## Our Company

Since 1972, PLUS Ed Ltd has been offering summer English courses in the UK for young overseas students. We are now also operating in America, Malta, Ireland, and Canada. We are one of the biggest summer school providers in the UK and are proud to be market leaders, fully accredited by The British Council. We aim for high standards in our programmes and consequently we are looking for enthusiastic, hard-working individuals to join our team.

Please visit [this page](#) to find out more about our summer programmes.

## General responsibilities

### Campus set up and closure

Setting up the campus before groups and staff arrivals and ensuring meticulous clearance post-programme.

### Information boards

Preparation, maintenance, and dissemination of information boards, ensuring timeliness and thoroughness.

### Operational arrangements

Managing operational arrangements for airport transfers and excursions, ensuring that all tickets and transportation are duly arranged for a smooth implementation of the programme.

### Arrivals and departures

Coordinating arrivals and departures, ensuring timely check-ins and check-outs, and providing assistance and information to all involved in the arrival and departure processes.

### Rooming

Overseeing accommodation logistics, working closely with Head Office and the college's accommodation team to ensure participants are allocated rooms with care and attention.

### Meal plans

Efficiently manage meal arrangements by collaborating with Head Office, creating and submitting meal plans aligned with guidelines, and addressing any logistical issues with the college's catering team.

### Communication

Keeping staff, participants, and stakeholders well-informed and connected for the successful operation of the camp.

### Staff management

Overseeing and coordinating staff in conjunction with the Activity Manager to ensure the camp's workforce operates effectively.

### Centre expenses

Managing centre expenses, ensuring the camp's financial integrity.

### Documentation and valuables

Taking responsibility for the effective administration and safekeeping of the following:

#### Centre Register

Overseeing the Centre Register to maintain order and safety within the camp.

## Person specifications

- Demonstrated ability to lead and coordinate a diverse team effectively, fostering a positive and collaborative work environment.
- A commitment to providing exceptional customer service, with strong interpersonal skills to interact professionally with camp participants, Group Leaders, and stakeholders.
- Exceptional organisational skills with the ability to efficiently manage various responsibilities.

- Strong problem-solving skills to address everyday challenges and emergency situations effectively.
- Excellent communication skills, both written and verbal, to keep stakeholders well-informed and connected.
- Strong analytical skills to digest extensive information and prepare comprehensive overviews for effective camp coordination.
- Meticulous attention to detail, particularly in the management of documentation, expenses, and records.
- A commitment to ensuring the safety and welfare of participants and staff.
- Previous experience in effectively managing and coordinating staff.
- Familiarity with the logistical aspects of summer camp operations, including accommodation, transportation, and more.
- Proficient in software applications, particularly Microsoft Excel for planning and coordination purposes.
- Comfortable with using our own in-house software for effective camp management.
- Flexibility to work non-standard hours, including evenings and weekends, as required.

## **Safeguarding and Eligibility Checks**

All current holders of roles involving responsibility for or substantial access to under 18s, and all new appointees to such roles, will have appropriate suitability checks, for example with the Disclosure and Barring Service (in England and Wales) or Protecting Vulnerable Groups Scheme (in Scotland), in line with the organisation's stringent safeguarding policy.

All gaps in employment will need to be explained, and a minimum of two references are required. These can be academic as well as professional. All references will be contacted and specifically asked whether there is any reason that the applicant should not be working with anyone under the age of 18.

Please note that due to post-Brexit restrictions, you must be a UK resident or have UK residency to work in our UK Camps.