

CENTRE ADMINISTRATOR

Multiple Centre Locations Across the UK

Ardmore

JOB OVERVIEW

The Centre Administrator position is a fantastic first step for those who want to get a taste of our management roles. You will work closely with the other managers to learn how to manage a team and the administration behind the running of the centre. You will be a 'jack of all trades' on centre who is happy to help with all aspects of the centres delivery.

MAIN TASKS

The Centre Administrators' main duties are to maintain all archiving on digital drives. They will collect and file group information including class registers, group programmes, final numbers certificates and fire lists. They will maintain the Centre Master List with all student information, notably updating allergy information and test scores. They will meet deadlines by submitting paperwork as requested and liaise with Head Office about any outstanding tasks. The Centre Administrator will assist the Centre Director in maintaining records of the centre petty cash and will email these records to Head Office at the end of each week. The Centre Administrator will assist all members of the centre management team with general administrative duties and will assist the academic team with writing diplomas, placements test marking and exit test marking.

The Centre Administrator will ensure that high levels of student safety and welfare are maintained and that the centre rules are adhered to. The Centre Administrator must ensure that Ardmore Language Schools Health and Safety policies are always implemented.

Centre Administrators will represent Ardmore Language Schools positively and with confidence in all conversations with students, Group Leaders, staff and the host centre staff.

Ardmore is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Background checks and an enhanced DBS will be required.

SAFEGUARDING RESPONSIBILITIES

- Where necessary share appropriate information with professionals and/or colleagues as may be required to keep everyone safe.
- Promote a positive culture of information sharing which leads to effective safeguarding processes being followed as per the company's Safeguarding Policy.
- Take responsibility on behalf of Ardmore for day to day safeguarding management, following the Ardmore safeguarding policy.

ESSENTIAL CRITERIA

- ✓ Sensitivity to other cultures and diversity.
- ✓ Previous administration experience.
- ✓ Ability to work within and across different teams.
- ✓ Previous experience of working with children.
- ✓ Strong problem-solving skills.
- ✓ Strong organisational skills.
- ✓ Ability to motivate Activity and Welfare Leaders.

DESIRABLE CRITERIA

- ✓ Previous summer school experience.
- ✓ Hold a valid First Aid Certificate.
- ✓ Valid DBS and/or Overseas Police Checks (Ardmore can assist with this).

PERSONAL ATTRIBUTES

- ✓ Caring and confident personality.
- ✓ Approachable.
- ✓ Enthusiastic team player.
- ✓ Ability to work in high-pressure environment.
- ✓ Flexibility and adaptability in a changing environment.
- ✓ Clear communicator.
- ✓ Excellent work ethic.

KEY FACTS

- ✓ Reports to Centre Director.
- ✓ 4-8 week contract.
- ✓ 42 hours per week. (Some weeks you may be required to work in excess of 48 hours. You will therefore be asked to 'opt out' of the 48-hour Working Time Directive).
- ✓ Residential role which includes full board and accommodation free of charge.
- ✓ Evening and weekend work required.

A WEEK AS A CENTRE ADMINISTRATOR

DAY	MORNING	AFTERNOON	EVENING
1	Check and File Final Numbers Certificates	Update the Centre Masterlist	Assist HPC with Fire Lists
2	Update Centre Master List with Academic Test Scores	Assist CD/HPC/HSA	Night Duties
3	Assist CD with Petty Cash Expenditures	Student Feedback Log	Archive Feedback
4	DAY OFF	DAY OFF	DAY OFF
5	Assist CD with Office Duties	Assist Other Managers with Administration	Dinner Duties / Night Duties
6	Archive Feedback / Other Relevant Documentation	Update Centre Master List with Academic Test Scores	Check Archiving
7	Breakfast Duties	Assist with Arrivals/ Departures	Assist with Arrivals/ Departures

ADDITIONAL INFORMATION

This job description summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the Centre Director.

PROGRESSION

Centre Director