



WE

WISHFORD
EDUCATION

SUMMER SCHOOL CENTRE MANAGER

Candidate Pack



INTRODUCTION

Wishford Education offers high quality residential summer schools for international students aged 10-16 at [Westonbirt School](#) and aged 8 - 12 at [Hatherop Castle School](#).

Our mission

We provide personalised, immersive and enriching educational experiences that foster growth and spark curiosity.

Our values

- We are honest, caring and student-centred.
- We operate and communicate with integrity, empathy and respect.
- We go above and beyond to provide exceptional experiences.

ROLE SUMMARY

We are looking for an outstanding Centre Manager to lead the delivery of Westonbirt Summer School. The ideal candidate will have relevant experience to oversee the delivery of our high quality summer school, supporting staff members and offering students, parents and agents outstanding customer service.

The post holder will report to the Director of Summer Schools and will line manage staff in their centre.

The following vacancy is available for summer 2026:

Westonbirt School

Dates: 05/07/26 - 02/08/26

Paid induction dates: 01/07/26 - 04/07/26

This role is residential

Hatherop Castle School

Dates: 05/07/26 - 02/08/26

Paid induction dates: 01/07/26 - 04/07/26

This role is residential

Please confirm which location you will be applying for when submitting your application.

NB: Induction period is paid at £11.77 (18-20 years old) or £14.69 (21 + years old) per hour (including holiday pay).

HOURS, SALARY & BENEFITS

This is a demanding job with long days and on-call times, and with up to 60 hours of work a week.

Post holders will work on six out of seven days a week.

The weekly wage is £1,150 (including holiday pay).

Benefits include:

- Accommodation
- Three meals per day
- Free parking on site
- Fully paid DBS check
- Advanced safeguarding training
- First aid training

APPLICATION & IMPORTANT INFORMATION

To apply for this position, please use the application form on TES. You can also use our online application form;

Westonbirt School - [link here](#)

Hatherop Castle School - [link here](#)

Informal enquiries are welcome, and should be directed to Amy Huggins, Commercial Operations Director - summerschooljobs@wishford.co.uk.

The safeguarding and welfare of children is everyone's responsibility and our number one priority. The post holder will be required to act according to our Safeguarding Policy and procedures and to align with safeguarding good practice.

All positions are subject to pre-employment checks including an enhanced DBS and overseas criminal records checks (if applicable). Two references will be required, and we will specifically check if there is any reason why the applicant should not be in contact with children.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

DUTIES

The post holder will oversee the day-to-day operation of the summer school centre.

Operational oversight:

To assume overall responsibility for the operation of the centre, ensuring the delivery of a high quality summer programme, in line with the ethos of the school, as well as the programme specifications and guidance from the summer schools team.

Welfare and safety:

To ensure the safety and wellbeing of students and staff, planning ahead and reacting to emerging needs appropriately. Communication: To be approachable and maintain a positive and proactive attitude towards colleagues a customers, including students, parents, group leaders and agents.

Staff management:

To assign duties to staff members on the weekly rota, monitor their performance, identify and react to development needs and provide feedback to them.

Reporting:

To report on the operation of the centre to the Director of Summer Schools on a regular basis, and to communicate any issues and requests in a timely manner.

Finances:

To ensure that the centre's operation remains in line with any budget assigned.

Other duties:

To undertake any other relevant duties pertaining to the summer school provision, as reasonably requested.

PERSON SPECIFICATION

Qualifications:

Essential

- Undergraduate degree
- Basic safeguarding qualification

Desirable

- Advanced safeguarding qualification
- First Aid training
- TEFLI qualification (CELTA, Trinity CertTESOL or similar)
- TEFLQ qualification (DELTA, Tritinity DipTESOL or similar)

Experience:

Essential

- Experience working with children
- Experience overseeing a high quality a summer school centre

Desirable

- Experience leading a range of sports and other free time activities

Skills:

- Fluent English language skills (native or CEFR C2)
- Effective communication
- Team working
- Flexibility
- Sense of humour

Personality:

- Honesty
- Care and empathy
- Student-centredness
- Positivity and proactivity
- Drive to go above and beyond

WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Education group, please visit: www.wishford.co.uk