

Where learning meets adventure



Apply Now





Applicant information pack

Job title: Centre Logistics Manager



Job type: **Full-Time, Temporary**

Supported by: **Centre Manager**

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Now



Safeguarding Commitment:

Elac prioritise the welfare of children. Staff must:

- Provide two professional referees and two proofs of ID
- Read and follow our safeguarding policy
- Undergo reference checks and explain CV gaps
- Complete an enhanced DBS check (paid by Elac) or equivalent Police check
- Ensure they have a copy of the Policies (in the Temporary Staff Handbook)
- Present original certificates and documents upon arrival

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Why Work With Us?

- ✓ 35 years' experience
- ✓ Caring dedicated team
- ✓ Independently owned
- ✓ Professional development
- ✓ Progression opportunities
- ✓ Support



Professionalism



Integrity



Relationships

Our Values



Innovation



**Social &
Environmental
Ambition**



Your Development

What you will gain from working with us:



A Strong Sense of Community: Build lasting friendships and connections



Global Exposure & Cultural Enrichment: Work in an international environment and meet diverse people from around the world. Learn about and appreciate different cultures



Skill Development: Enhance your soft skills e.g., leadership, problem-solving, teamwork, and intercultural communication, and acquire many more in-demand transferable skills



Career Advancement: Access better opportunities to progress in various fields such as education, business, management, leisure, and sports leadership. Opportunities to progress within the Elac team

We are proud to provide ample opportunities for professional development. We offer:

Teachers

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Lesson observations with feedback
- Development workshops
- Appraisal

Activity Leaders

- Pre-summer training
- Safeguarding training
- Continuous feedback
- Activity session observations and feedback
- Appraisal

Managers

- Pre-summer online training
- Key-staff training event
- Safeguarding training
- Continuous feedback
- Mid-course review
- Appraisal





About Us

Vision Statement

Our goal is to be an independent, ethical, and environmentally-aware organisation dedicated to the teaching of English, and more generally to the nurturing of positive values in young people in an international setting.

To achieve this goal, we aim to provide a secure, welcoming, inclusive and fun environment where students can feel at ease with each other and our staff, whilst on a course which they find both stimulating and challenging.

We believe that this will provide the platform we need to deliver the following outcomes for our students:

- **A development of their language skills and confidence**
- **A deepening of their knowledge and understanding of British life and culture**
- **A broadening of their outlook on the world and awareness of other perspectives**
- **New, wide-ranging and long-lasting friendships that cross cultures**

Discover more about our vision, values, and story [here](#)





Support & Wellbeing

Our Commitment to Support

We recognise the importance of robust support in a fast-paced summer school environment. To ensure our staff feel confident and prepared, we offer comprehensive support both before and during the course. This includes:

- **Thorough pre-employment training and induction**
- **Role-specific handbooks**
- **Extensive academic resource materials**
- **Pre-prepared lessons and activities**
- **Activity and excursion handbooks**
- **Experienced managers**
- **Collaborative working environment**
- **Trained mental health First Aiders**
- **Wellbeing strategies**

We are dedicated to addressing any concerns, reacting to feedback, and stepping in whenever necessary to support our team.





Role Overview

The role of the Centre Logistics Manager is a high profile, wide-ranging and challenging role. It is also varied, interesting and rewarding. It is excellent preparation for those members of staff who would like to build up experience that would enable them to run centres themselves in the future. Key responsibilities include managing the accommodation facilities at the centre, building and maintaining close relations with the centre staff, and managing catering. This role also includes taking overarching responsibility for the centre, staff and students when the Centre Manager is away.

Note: In smaller centres, this position may be combined with the Welfare & Communications Manager role.

Key Responsibilities:

- **Liaison with centre staff:** Building and maintaining strong relationships with the centre teams to ensure a positive working relationship between Elac and the centre
- **Facilities oversight:** Managing the centre facilities, in particular the accommodation. Ensuring problems are dealt with promptly and that there is fluid communication with the centre and Elac team
- **Sensitive issues:** Liaise with Elac's Senior Leadership Team (SLT) and/or Ops Manager over difficult or sensitive issues or when support is required
- **Catering:** Liaising with the catering team over timings of meals (arrivals/departures and excursions), feedback and management of numbers





Additional Responsibilities

Pre Course	<ul style="list-style-type: none">• Complete Elac's online staff induction before arrival• Attend all pre-course staff training (online and at the centre)• Deliver the all-staff training alongside the Welfare & Communications Manager and the Centre Manager
Communication	<ul style="list-style-type: none">• Build positive relations with students and staff through meetings, assemblies and conversations• Lead and motivate staff to ensure that the programme is effectively implemented
Safeguarding	<ul style="list-style-type: none">• Liaise with support staff and Group Leaders on student welfare• Follow and implement the Safeguarding policy at all times
General	<ul style="list-style-type: none">• Carry the 24hr duty phone (on a rota)• Undertake any reasonable duties as and when required• Read and adhere to the Elac policies
Support	<ul style="list-style-type: none">• Supporting the Centre Manager to ensure high levels of quality control on the delivery of our programmes• Take responsibility for the centre in the absence of the Centre Manager

This job description covers the main duties, but tasks may change as needed. Flexibility is important in our busy summer school environment.



Are you right for us?

Essential

Desirable

Qualifications

- Have a degree or equivalent
- Have the ability to inspire a team

- A Masters or equivalent
- Have a Trinity Diploma in TESOL or Cambridge Delta or PGCE – TEFL/TESOL with experience
- A First Aid certificate
- Child Protection Training

Experience

- Have management experience
- Have experience working with Young Learners

- Experience working in residential language schools for Young Learners
- Experience working with single & mixed nationality groups
- Experience planning educational visits

Skills

- Have a proficient level of fluency in English
- Have good IT skills
- Have excellent interpersonal & communication skills
- Be flexible & motivated
- Be willing and able to work as part of a team

- Have effective planning and coordination skills
- Have the ability to manage multiple tasks simultaneously
- Be able to problem-solve in real-time situations

Personal Qualities

- Have a genuine Interest in management and a strong sense of responsibility
- Have a practical and adaptable attitude
- Have a methodical and detail-focused approach

- Be reliable and consistent under time pressure
- Demonstrate a calm response to last-minute changes



Pay & Conditions

	Level 1	Level 2	Level 3	Level 4	Level 5
Basic Weekly Pay	£750.00	£765.00	£780.00	£790.00	£820.00
+12.07% Weekly Holiday Pay <u>If no holiday taken</u>	+£90.53	+£92.34	+£94.15	+£95.35	+£98.97
Total Weekly Pay (if no holiday taken)	£840.53	£857.34	£874.15	£885.35	£918.97

Bonus of 30p per a student week additional to basic salary above

- **Work Schedule:** The Centre Logistics Manager works six days a week and is part of a duty rota with other senior staff. Flexibility in working hours is expected due to the nature of summer schools.
- **Training:** Attendance at both online and on-site training sessions is required. A payment of £80 will be paid to staff who complete all training sessions. Those who do not attend the on-site training will receive a reduced payment of £30. These payments will be paid at contract end.
- There is also a Key Staff Meeting, see on the right.
- **Key Staff Meeting:** Arrival in Bath on the evening of June 25th & management training on June 26th and 27th plus first aid training in morning on June 28th.
- **Salary Levels:** Five levels based on experience in the EFL field, summer schools, and loyalty to Elac Study Vacations.
- **Accommodation:** Full residential board and accommodation included.
- **Holiday Pay:** Pay in lieu of untaken holiday (12.07% of total gross salary) added at the end of the contract.

Key Staff Meeting:

- Arrive in Bath: Evening of June 25
- Management Training: June 26–27
- First Aid Training: Morning of June 28
- UK travel, accommodation & meals provided.





Our Centres






Centre Details




Centre	Student Ages	Contract Dates	First night stay from	Onsite staff training
Ardingly (Ardingly College)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Bath University (University of Bath)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Bath Prior Park (Prior Park College)	11 - 17 years	5th July to 3rd August 2026	3rd July 2026	4th July 2026 at 9.30am
Cirencester (Royal Agricultural University)	7 - 17 years	1st July to 13th August 2026	29th June 2026	30th June 2026 at 9.30am
Eastbourne (Eastbourne College)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am
Horsham (Christ's Hospital School)	11 - 17 years	7th July to 5th August 2026	5th July 2026	6th July 2026 at 9.30am
Nottingham (Nottingham University)	11 - 17 years	30th June to 12th August 2026	28th June 2026	29th June 2026 at 9.30am

We also run 2 - 3 week Spring courses at our centres in Eastbourne and Bath. If you are interested in working on our Spring course please make this clear in your application.

Apply online or send us your CV:

 elac.co.uk/application-form

 recruitment@elac.co.uk



Your Elac
adventure
awaits!



Apply
Now



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 elac.co.uk/application-form  recruitment@elac.co.uk

elac.co.uk

