



<b>Job Title:</b>	Office Manager
<b>Location:</b>	We have various sites across the UK
<b>Contract:</b>	Fixed-term – 24th June/ 1st July – 19 <sup>th</sup> August
<b>Salary:</b>	£15,724.80 - £18,470.40 per annum less optional accommodation
<b>Hours of work:</b>	48 per week
<b>Department:</b>	Operations
<b>Reporting to:</b>	Centre Manager

### **About Us**

Xplore has been one of the largest established independent youth travel providers for nearly 30 years, offering a range of activity, educational and cultural packages for children and young people, throughout the UK, Europe and worldwide on a residential, daily & boarding basis.

We are very aware that a company has to 'feel' right when you are looking for employment. We believe we are a company with a very sociable and friendly approach.

### **What will you do?**

The Office Manager will focus on ensuring the organisational function of the centre through thorough planning and effective communication. To gain employment you will have to successfully complete our in-house training.

### **You must:**

- Have a Full clean Drivers' Licence
- Be able to organise and perform administrative skills and develop processes and ideas
- Be familiar with your responsibilities in line with the company Welfare Policy & Prevent Strategy and proactively enforce these principles while working for Xplore.
- Knowledgeable of basic HR processes
- Computer literacy skills
- Be able to communicate using varying methods
- Have proven planning & organisational skills
- Be flexible to meet the demands of the job.
- Be standards driven
- Understand, meet and exceed company and clients' expectations.
- Uphold and loyally represent decisions and policies of the company.
- Oversee the safety and well being of children, and accompanying adults, on site.
- Attend internal and external training courses organised by Xplore.
- Feed back safety issues to Centre Manager as they occur
- Resolve and action safety issues as required
- Deputise for the Centre Manager as required
- Coordinate and organise all paperwork and processes required in accordance with company guidelines



- Ensure a well-documented paper trail of each group
- Construct and maintain programmes for visiting groups and take into account their specific requests.
- Complete regular checks to ensure required standards are being upheld.
- Regularly liaise with Head Office.
- Manage welfare provision for all on site and maintain clear recording and reporting of any incidents
- Assist any person requiring medical treatment, or seeking professional help and record and report as required.
- Protect and conserve all properties belonging to the Company.
- Assess customer requirements and act accordingly.
- Perform any additional duties that may be required to maintain a quality service.
- Assist in the administration and monitoring of centre finances.
- Organise efficient duty rotas and programming.
- Assist the Chief instructor in the provision of induction and training of new arrivals
- Prepare and plan any aspect of programme execution.

**We are looking for:**

- A confident communicator
- Ability to instruct activities
- Willingness to learn
- Attention to detail
- Flexible and adaptable approach to work

**Contact:**

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