



Education Administrator Vacancy

Position: Education Administrator

Hours: **20 to 25 hours per week** / 46 weeks

- Wednesday – 4:30pm to 8pm – 3.5 hours
- Saturday - 2:45pm to 7:45pm – 5 hours
- Sunday - 8am to 6pm – 10 hours
- Remaining hours are flexible, work from home.

Salary: **£21,000 to £24,000 per annum** (including 6 weeks holiday pay)

Bonus: Potential OTE from **£26,500 up to £40,000**

Location: Walsall, WS1

Role Likely Suitable For:

- Qualified Teachers
- Teaching Assistants
- Those with Management Experience in Education

Job Description: Ensure the smooth running of the day-to-day activities of the tuition centre, including managing staff, clients, students, marketing and the finances – all whilst ensuring the highest standards are maintained throughout. **Full support and training will be provided by the current Manager/Owner for a minimum of 12 months.**

Role starting in August/September 2024

Potential Career Progression: Opportunity for career progression to General Business Manager. We look to expand from 1 centre to 6 centres in the next 6 years. As this is our first managerial position, there is the opportunity for the new manager to spearhead the setup and training of staff and managers at the additional centres, opening the possibility of a higher salary and a greater OTE as the general manager of our wider business activities.

Training: Successful candidates must be willing to undergo a variety of training courses, including but not limited to:

- Safeguarding Children
- Paediatric First Aid
- Health & Safety in the Workplace / Fire Safety
- Training on the Syllabus

Required Skills & Qualities:

- a) Leadership:** Ability to lead and motivate a team of tutors and administrative staff to achieve the centre's goals.
- b) Communication:** Excellent verbal and written communication skills to interact with students, parents, staff, and external stakeholders.
- c) Organisation:** Strong organisational skills to manage schedules, resources, and administrative tasks efficiently.
- d) Problem-solving:** Ability to identify issues and implement effective solutions to address challenges that arise in day-to-day operations.
- e) Customer service:** Dedication to providing exceptional customer service to students and parents, addressing their concerns and inquiries promptly and professionally.
- f) Time management:** Effective time management skills to prioritise tasks and meet deadlines in a fast-paced environment.
- g) Adaptability:** Flexibility to adapt to changing circumstances and taking the initiative to adjust strategies accordingly to ensure the smooth running of the centre.

- h) Financial management:** Basic understanding of budgeting and financial management principles to oversee the centre's finances responsibly.
- i) Teamwork:** Collaboration with other staff members and a willingness to work as part of a team to achieve common objectives.
- j) Approachable:** The ability to maintain a warm and approachable demeanour while effectively enforcing policies and procedures with professionalism and tact.
- k) Educational knowledge:** (training provided) Familiarity with the educational system, curriculum, and requirements, particularly in the context of 11 plus tuition and grammar school entrance exams.

Required Experience:

Ideal but not all required as full training will be provided.

- a) Previous management experience:** Prior experience in a managerial or supervisory role is ideal but not required, preferably in an educational or tutoring environment but not necessary.
- b) Customer service experience:** Experience in providing high-quality customer service and handling customer inquiries and complaints effectively.
- c) Administrative experience:** Proficiency in administrative tasks such as scheduling, record-keeping, and managing staff.
- d) Financial management:** (ideal but not required, training provided) Experience in budgeting and financial management, including tracking expenses, revenue, and preparing financial reports.
- e) Staff management:** Demonstrated ability to recruit, train, and supervise staff members, fostering a positive work environment and promoting professional development.

- f) Educational qualifications:** A degree in a related field may be advantageous, although not necessary – relevant experience and skills are often prioritised.
- g) Teaching experience:** (ideal but not required) Background in teaching or tutoring, particularly in academic subjects.

Job Description / Responsibilities:

- 1) Managing child safety on site.
- 2) Uphold and enhance the tuition centre's reputation fostering trust and loyalty among staff, students, parents, and the community at large.
- 3) Hold consultations with new clients and onboarding them.
- 4) Manage clients ongoing needs and requests on a day-to-day basis.
- 5) Act as the primary liaison for all crucial communications with clients, staff and all other stakeholders.
- 6) Take steps to ensure students progression and performance.
- 7) Lead the recruitment, training, and supervision of staff.
- 8) Ensure staff maintain professional standards.
- 9) Identify struggling students and facilitate meetings with teachers and parents to put a plan of action in place.
- 10) Co-ordinate with teachers to create individualised student plans.
- 11) Hold regular meetings with teachers and parents.
- 12) Carry out lesson observations and create reports.
- 13) Oversee the maintenance and repairs at the centre.
- 14) Manage the production of quarterly newsletters for parents.
- 15) Manage the planning and execution of key annual events.
- 16) Co-ordinate the annual marketing.
- 17) Ensure all tasks are completed in a timely manner.
- 18) Identify key risks to the business and take steps to mitigate them.
- 19) Identify and predict the emerging needs of the business and its stakeholders and take steps to fulfill them.
- 20) Managing the day-to-day finances of the centre, including the student's fees, staff timesheets, ordering of equipment etc.
- 21) Record keeping of the centre's income and expenditure.

- 22)** Produce monthly Management Reports (P/L, churn, growth etc)
- 23)** Meet with the Director on a weekly basis to provide updates and discuss strategic priorities.
- 24)** Drive innovation and continuous improvement in operational processes.
- 25)** Consult with teachers regularly for the continuous development of the teaching methods and teaching materials.
- 26)** Identify and pursue opportunities for business development.
- 27)** Develop and implement long-term strategic plans for the growth of the centre and its wider business activities. This may include expansion initiatives, diversification of services, and investment in technology or infrastructure to support growth objectives.
- 28)** Undertake all other necessary day-to-day activities to ensure the smooth and efficient operation of the centre while maintaining the highest standards of quality and service.

Interested? Have any hesitations?

Just send us a message or email us your CV:

info@BHT11plus.co.uk

Interview Stages:

Stage 1: First Round In-depth Interview

Stage 2: Final Interviews

Stage 3: Final Evaluation

- Overall evaluation
- Reference Checks
- Background Checks