

Assistant Director | Bright Young Things

Salary depending on experience (£20,000-£22,000)

Bonuses available after 3 month probation period

About us:

Bright Young Things Tuition centres is a growing portfolio of award winning after school-learning centres. We currently have centres in High Wycombe, Harrow, Maidenhead and St Albans. We are a growing company and are looking to open more centres in the South of England in 2019. We pride ourselves on bringing high-quality maths and English tuition to the high street. Our goal is to help all of our students build confidence and exceed their potential.

About the role:

This role is a great opportunity for you to further develop leadership and management skills in a fast-growing tuition company. You will work closely at management level as part of a small, ambitious and energetic team. As Assistant Director, you will be sharing responsibility with your Centre Director in running the centre to the highest standard. You will have a one month induction during which you will work closely with our team and will have the opportunity to spend time learning about your role with Bright Young Things in several of our centres. The trajectory of progression for an Assistant Director is an exciting one: the long term goal for all of our Assistant Directors is to develop into Centre Directors themselves and to aid expanding Bright Young Things by managing a centre of their own. This will be determined according to your growth and development in the Assistant Director role.

Responsibilities include:

- Consistent delivery of exceptional customer service - building strong relationships
- Tutoring at least 3 times a week - be a role model and demonstrate outstanding tutoring to your tutor team
- Meeting Safeguarding and Ofsted requirements
- Sales - training, as well as regular feedback, will be given to build your skills and confidence
- Recruitment - organisation and managing recruitment, preparing and holding interviews
- Managerial responsibilities - training and developing your tutor team
- Creating a rota for your tutor team
- Debt collection - managing finance and collecting unpaid invoices from clients
- Time management - diary organisation, scheduling meetings and interviews when required
- Curriculum manager - ensuring all lessons are prepared and are delivered to the highest possible quality
- Booking and facilitating external marketing events

The ideal candidate will be:

- Personable and confident - able to build relationships quickly
- Passionate about working with children and passionate about customer service
- Receptive to feedback with a positive attitude - consistently hard working
- Highly organised, able to delegate and able to meet deadlines
- Self-motivated and able to use initiative and share fresh ideas with management
- Work well independently as well as with the rest of our incredible management team
- A superb communicator and a natural leader

Preferred Experience and Qualifications:

- Previous experience working with children
- Good knowledge of and interest in the U.K. education system and national curriculum
- Previous experience managing/working within a team
- Educated to at least undergraduate level and GCSE/A-level Maths & English

Additional Information:

This is a full-time position. If your CV is successful, we will contact you within five working days for a telephone interview with Stephanie (Director of Operations) or Emma (Head of Performance and Development). If you are successful in your telephone interview, you will be invited to visit one of our beautiful centres for a face to face interview.

We look forward to hearing from you!