



Centre Director | Bright Young Things
Salary depending on experience (£25,000-£28,000)
Bonuses available after 3 month probation period

About us:

Bright Young Things Tuition centres are 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 Centre Director, you will be accountable for running your own business. You will have a one month induction where your Directors of Operations (Stephanie and Emma) will train you on your role and explain what is expected of you. We are proud of the training that we provide for all of our staff.

Responsibilities include:

- Consistently providing the best service to our clients on a daily basis
- Sales - Meeting targets resulting in a profitable centre
- Recruiting a team of exceptional tutors
- Training and developing your Assistant Director and tutor team
- Managing finance and collecting unpaid invoices from our clients
- Diary management
- Ensuring all lessons are prepared in advance
- Safeguarding and meeting Ofsted requirements
- Build strong relationships with parents, students, tutors and management
- Book external marketing events

The ideal candidate will be:

- Personable and confident - able to build relationships quickly
- Passionate about working with children and 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 the U.K. education system and national curriculum
- Previous experience managing/working within a team:
- Educated to at least undergraduate level
- 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 or Emma. 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!