

Centre Director | Bright Young Things Harrow

Bright Young Things Tuition centres are a growing portfolio of award winning after school learning centres based in the south of the U.K. We pride ourselves on bringing high quality maths and English tuition to help students build confidence and exceed their potential.

We are looking for a self-motivated, highly resourceful individual with a passion for education to run our Harrow tuition centre.

Responsibilities include:

- Day-to-day running of the centre
- Administration of students and tutors
- Managing and recruiting a team of tutors to an exceptionally high standard
- Utilising our online system to facilitate client payment and lesson scheduling
- Dealing with enquiries from parents
- Signing up new members
- Keeping record of past/present/pending members
- Compiling class timetables
- Liaising with parents and potential clients on the phone
- Maintaining good relationships and high standards of professionalism with parents, students and tutors

The ideal candidate will be:

- Friendly
- Co-operative
- Hard-working
- Highly organised
- Self-motivated
- Able to work effectively with a range of students
- In possession of good leadership skills
- A superb communicator

Skills/Experience required:

- Previous experience working with children
- Good knowledge of the U.K. education system
- Good knowledge of the national curriculum
- Previous experience managing/working within a team
- Exceptional organisational and time-keeping skills
- Able to work well with others and quickly build rapport
- A willingness to respond constructively to feedback and develop

Qualifications:

- Educated to at least undergraduate level
- GCSE/A-level Maths & English

Required experience:

Experience working in schools/with children, management or marketing: 2 years

Salary dependent on experience.

Required education: Bachelor's

Job Type: Full-time