School Manager

Job Details

Overview



Contract Length Permanent
Hours per week 37.5 Hours

The school manager role is a pivotal role to our organisation and is responsible for managing all of our school customers to ensure they are correctly accessing the programme and utilising its full ability to help improve behaviour and resilience within their school. We want to ensure that every year we retain more than 90% of our school customers and we want to continue to

improve how we manage our schools to ensure the longevity of our impact.

We are a rapidly growing organisation so joining our management team now we expect to provide you with a wealth of experience in managing your own business division which will allow you to shape the strategy of our school management moving forward.

Reports to Exec Team

Start date As soon as possible (can be flexible)

Pay £21,000-£25,000 (expected large increases in line with company growth in the next 1-2 years)

Location Main base is TFTF Nottingham City Offices. However frequent travel to our schools is required.

Objectives

Think for the Future is a rapidly growing social enterprise currently working with over 50 schools across the East Midlands, working to improve the social and emotional resilience of young people in a cost-effective way for the education sector. We are currently growing to the areas of Yorkshire and the West Midlands with the next two years taking us to Liverpool, Manchester and Hull. We are an ambitious team of people and want someone to join our team who will help to shape the business and be an integral part of how we increase our impact and our reach across the UK.

We operate two services:



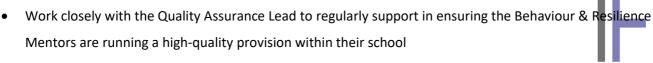
BEHAVIOUR & RESILIENCE MENTORING



& WORKSHOPS & ASSEMBLIES

The main objectives and responsibilities of the role are to:

- To successfully create and implement a School Management strategy that continues to involve innovative ideas
- To manage all of our Behaviour & Resilience Mentoring school to ensure our customers are happy and are utilising the programme to its maximum capacity
- To maintain strong relationships with all Headteachers and key SLT members across our schools
- To resolve any issues the customers may have
- To ensure frequent feedback is collected from them
- To hold multiple meetings with the Head Teacher and SLT throughout the year
- To re-book our school provision for the following years
- Support in communicating outcomes with our schools
- Maintain and build positive relationships with schools



& Resilience

Think for the Future

- Maintain clear communication between the team
- Develop tools and best practices for school management
- Maintain a positive and productive working environment
- Lead, coach, and motivate other team members on a proactive basis
- Represent Think for the Future in the upmost professional manner
- Attend and complete compulsory training as set out by Think for the Future

Ideal Candidate Profile

The ideal candidate will have some or all of the following qualities and experiences:

ESSENTIAL	DESIRABLE (NOT ESSENTIAL)
■ To have experience within the education system	Experience of customer management
■ Degree or equivalent qualification/industry experience	 In-depth understand of the education sector both primary and secondary
■ Be a driven individual, a self-starter	
High attention to detail	
 Ability to manage change, be adaptable and work in a fast-paced work environment. 	
 Full commitment to the role and positive attitude when approaching your work 	
 Ability to assess priorities and manage competing deadlines both independently and as a member of a team 	
 Outstanding interpersonal and communication skills: confident communicating with a wide range of stakeholders 	
 Willingness to learn and develop 	
 Written skills – proven ability to use clear, concise language specific for the purpose and audience 	
Willingness to travel to programme locations	
 Access to your own mode of transport 	
■ To be passionate about the education sector as well as social enterprise and impact data measurement.	

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