

## Job Details

**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.

### Overview

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 TTF 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

- Work closely with the Quality Assurance Lead to regularly support in ensuring the Behaviour & Resilience Mentors are running a high-quality provision within their school
- 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)
<ul style="list-style-type: none"> <li>▪ To have experience within the education system</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of customer management</li> </ul>
<ul style="list-style-type: none"> <li>▪ Degree or equivalent qualification/industry experience</li> </ul>	<ul style="list-style-type: none"> <li>▪ In-depth understand of the education sector both primary and secondary</li> </ul>
<ul style="list-style-type: none"> <li>▪ Be a driven individual, a self-starter</li> </ul>	
<ul style="list-style-type: none"> <li>▪ High attention to detail</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to manage change, be adaptable and work in a fast-paced work environment.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Full commitment to the role and positive attitude when approaching your work</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Ability to assess priorities and manage competing deadlines both independently and as a member of a team</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Outstanding interpersonal and communication skills: confident communicating with a wide range of stakeholders</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Willingness to learn and develop</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Written skills – proven ability to use clear, concise language specific for the purpose and audience</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Willingness to travel to programme locations</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Access to your own mode of transport</li> </ul>	
<ul style="list-style-type: none"> <li>▪ To be passionate about the education sector as well as social enterprise and impact data measurement.</li> </ul>	