JOB DESCRIPTION

TITLE:	**EDUCATION CENTRE MANAGER – SALE**
RESPONSIBLE TO:	**REGIONAL MANAGER**
HOURS OF WORK:	**35 hours per week, Tuesday to Friday 10:30am to 7pm and Saturday 8:30am to 3:30pm. (Flexibility of working outside these hours is required to meet the needs of post).**

1. PURPOSE OF THE JOB

1.1 To contribute to the growth, strategy and smooth running of the Kumon centre.

1.2 To support the development and training of Instructor candidates across Kumon Europe and Africa.

1.3 To ensure the centre performs to Kumon standards, achieves high instructional standards and its operation is profitable.

1.4 Line Management of Deputy Education Centre Manager.

2. DUTIES AND RESPONSIBILITIES

2.1 Delivering high-quality Kumon maths and English instruction at the centre.

2.2 Responsible for implementing training for all Instructor candidates and associates who attend the centre.

2.3 Managing the budget for the centre, recording both expenditure and income to ensure the centre is financially viable.

2.4 Managing a team of employees

2.5 Maintaining and developing the Sale centre's reputation as a key education provider within the local community.

2.6 To be involved in effectively promoting the centre, marketing the centre to various organisations.

2.7 Maintaining its high ranking on KEA Elite list.

2.8 To maintain positive working relationships with parents or guardians of students as and when required i.e. facilitating parent meetings.

2.9 To identify any issues and concerns regarding the centres development and implement change as and when required.

2.10 To assist with project work as and when required e.g. organising Instructor workshops, assisting in conference organisation.

2.11 To be proactive and committed to an ongoing programme of professional self-development. Specifically, but not exclusively, to build and maintain thorough product knowledge.

2.12 To produce, monitor and review accurate centre and student records including statistical information as and when required.

2.13 To attend supervision, training and meetings as and when required. There may be a necessity for these to be outside of normal working times.

2.14 To work with, abide by and positively promote all KEA's policies and/or procedures including but not limited to, health and safety matters.

2.15 To carry out all reasonable duties as and when requested by your line manager or any other senior management member.

This job description outlines the general ways in which it is expected you will meet the overall requirements of this post.

The list of tasks is not an exclusive one and duties may be varied from time to time. This job description is subject to regular review.

Revised: April 2019.

PERSON SPECIFICATION
Education Centre Manager - Harborne

ATTRIBUTE	ESSENTIAL	DESIRABLE
EXPERIENCE	Proven experience of working with children. Interest in the long-term education development of children. Experience of preparing, managing and monitoring imaginative & innovative projects and/ or work programmes that meet & exceed targets. Experience of working to deadlines and managing varied tasks within workload. Experience in managing budget and people.	Experience of working within an educational environment. Knowledge of Kumon and the Kumon method
EDUCATION	A degree or equivalent qualification. Proficiency in Maths and English.	
PERSONAL ATTRIBUTES	Self-motivated and self-managed with work load. Professional manner, enthusiastic, positive, motivated, diplomatic and patient. Strong interpersonal skills.	
KNOWLEDGE AND SKILLS	Can demonstrate a positive and proactive ability in a wide range of activities. Ability to work under pressure. Understanding concepts and ethos of lifelong learning and development. Ability to be communicate clearly & effectively with a broad range of individuals both orally and in writing. Ability to confidently present business issues to a broad range of individuals. Ability to work on own initiative. Ability to implement effective procedures and	Experience of and/or knowledge of Kumon Education activities.

	systems concerning all aspects of Centre development. Computer literate in a variety of packages including Word, PowerPoint and Excel	
OTHER	Appreciation of Customer Care. Flexible approach to working hours	
INTERESTS	Positive and caring interest in children and their capabilities.	An interest in current trends in education.