



school's out we're in

MANAGER

JOB DESCRIPTION

| | |
|------------------------|---|
| NAME | |
| JOB TITLE | Manager |
| SCHOOL / AREA | |
| REPORTING TO | Mentor (another Manager) |
| OVERALL PURPOSE | Fully responsible for business operations in your school/s, while prioritising Client and Customer satisfaction |

KEY RESPONSIBILITIES

1. **Business Operations:**

You are responsible for the smooth operation of lettings on site, for the security of the premises, and for ensuring that your Customers and your Clients get the facilities they expect, day in, day out. This requires extensive preparatory work before starting operations, and diligent attention thereafter.

2. **Build A Strong Working Relationship With Your Client:**

You need to build a strong personal relationship with the school staff. How you do this is largely a matter of personal style, but a foundation of trust and respect is essential for your success.

3. **Acquire & Retain Customers:**

You are responsible for marketing the premises, using both your own initiative and the various tools we provide. Then you contract with Customers – determining price, facilities, timing, and any other matters. Finally, you deliver excellent service to earn Customer loyalty.

4. **Staff Management:**

You are responsible for recruiting, training, equipping and managing your team, typically 2-4 part time staff per site. Finding the right staff is key to the success of your business.

5. **Health & Safety:**

You are responsible for your own health and safety and for that of your staff and your Customers.

You need to be good – each year your Client will decide whether to renew the contract!

PERSON SPECIFICATION

| QUALIFICATION / EXPERIENCE | SPECIFICATION |
|--|--|
| Languages | <ul style="list-style-type: none"> Fluent in written and spoken English |
| Numeracy | <ul style="list-style-type: none"> Comfortable with the financial aspects of your business |
| IT | <ul style="list-style-type: none"> Excellent working knowledge of Microsoft Word and Excel Comfortable with computers and learning new software |
| SKILLS / ATTRIBUTES | SPECIFICATION |
| <ul style="list-style-type: none"> Integrity | <ul style="list-style-type: none"> Honest and Trustworthy |
| <ul style="list-style-type: none"> Accountability | <ul style="list-style-type: none"> Takes personal responsibility for all aspects of the business Fosters accountability in all staff |
| <ul style="list-style-type: none"> Commitment | <ul style="list-style-type: none"> Always on time Goes the extra mile to provide quality service |
| <ul style="list-style-type: none"> People skills | <ul style="list-style-type: none"> Treats Clients, Customers and Colleagues with dignity and respect Creates a positive team spirit Consciously builds good working relationships Communicates in person (or on the phone) when difficulties arise |
| <ul style="list-style-type: none"> Entrepreneurialism | <ul style="list-style-type: none"> Relishes the freedom and the pressure of running and developing a business Delivers business growth |
| <ul style="list-style-type: none"> Management & Leadership | <ul style="list-style-type: none"> Strong and dynamic management of a large team Able to prioritise clearly Able to oversee multiple tasks Desire to be stretched both personally and professionally |

| PACKAGE | |
|-------------------------------|---|
| HOURS | <ul style="list-style-type: none"> Your business – you decide |
| DURATION OF COMMITMENT | <ul style="list-style-type: none"> 2 years minimum |
| SALARY | <ul style="list-style-type: none"> Guaranteed minimum salary in Yr 1 of £12,500 for one school / £25,000 for two or more Only limit is the size of your business – the bigger your business, the bigger your salary Stock options based on performance |