

SATURDAY SCHOOL CENTRE MANAGER JOB DESCRIPTION

Job Title:	Saturday School Centre Manager
Line Manager:	Head of Marketing & Admissions

Purpose of Job

- Successfully establish, operate and develop the Saturday School programmes
- Manage the Saturday School admissions and communications
- Monitor the Saturday School programme quality and standards, and drive improvements

Duties and Responsibilities

Strategic Planning

- Working with the academic team to develop new courses/programmes for the Saturday School Centre
- Developing a communication and admissions plan for the Saturday School programmes
- Collecting feedback from the parents in continuously developing the learning programmes
- To ensure adequate staffing and timetabling of the Saturday School in accordance with student enrollments

Marketing & Communication

- Promoting the Saturday School academic and non academic courses and produce publicity materials
- Organising internal Saturday School information sessions for existing parents
- Establishing clear and coherent lines of communication with parents, staff and students
- Liaison with SLT, HR, Accounts, US, LS, Operations, Procurement, ICT for all support needed for the smooth running of Saturday School

Admissions

- Establishing and managing the Saturday School student enrolment and withdrawal processes
- Managing the Saturday School student data, such as enrolment, attendance, fee collection and examination outcomes

Cambridge English Language Assessment Programme

- Plan, oversee and make arrangements for Cambridge English Language Assessments in accordance with Cambridge standards and regulations
- Organising the results and issuing certificate for students
- Organising relevant training for staff in accordance with Cambridge standards and regulations
- Receiving inspections from Cambridge and acting on feedback given

Other Responsibilities

- Undertake other reasonable duties as requested by the team

Requirements

Minimum Academic Degree required

Qualified to degree level in a relevant subject.

Professional skills and knowledge required

- Ability to communicate effectively with internal staff and the general public
- Considerable ability to deal courteously with the public, supplying general information and direction in a clear, concise manner
- Outstanding time management and problem-solving skills, result-driven, strategic and attention to detail
- Able to meet deadlines, pro-active, creative, dynamic and can handle work under pressure
- Good communication, presentation, leadership, people and project management skills
- Possess digital and social media skills. Possess the design capabilities are preferred but not mandatory
- Knowledge of the principles and techniques of effective verbal and written communication in the English language

Experience

- At least 5 years successful experience in a comparable role.
- Experience in International school settings would be highly valued.

IT Skills

- Microsoft Office and knowledge of relevant softwares.
- A knowledge of modern technology and social media
- Familiar with using word processing, databases, powerpoint, and web applications including, e-marketing, surveys and e-discussion groups

Language

- Excellent Chinese and English

Education is an ever-changing service and all staff are expected to participate constructively in school activities and to adopt a flexible approach to their work. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The post holder will be expected to comply with any reasonable request from the line manager to undertake work of a similar level that is not specified in this job description. This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually during the appraisal process, and will be varied in the light of the business needs of the school.