

Twin Group is an award winning provider of education, travel, work experience, accommodation and employment services. We offer a diverse number of life enhancing services to our clients and every member of our team is essential in achieving this.

We are currently looking for an Interim Head of Schools (maternity cover, fixed term for 1 year). The role will be located in Twin's Head Quarters in Greenwich but travel to Twin's Eastbourne year round school and summer centres will be required. This is a senior position within the organisation. As such the post holder will be required to have a good oversight of all aspects of the day to day operations of all programmes within the EFL and summer centres divisions of the group. In addition, there will be a requirement to undertake a key role in the strategic planning and development of the business. The successful candidate will need to demonstrate sound financial planning and budgetary control, be an accomplished, inspirational motivator of middle managers and the ability to manage multiple and seasonal sites.

Duties include:

- Deliver exciting, engaging and cost effective programmes to maximise the available facilities of each venue
- Achieve the agreed customer and agent satisfaction standards in all matters of delivery
- Plan and prepare for external inspections including Accreditation UK and ISI
- Ensure legal and regulatory compliance including GDPR
- Be responsible for each school's budget and monitor the monthly P&Ls to ensure the continued profitability of the business
- Oversee the success set up and subsequently decommission all designated seasonal centres pre and post live operation
- Ensure the professional look and feel and corporate image of the sites
- Build successful relationships with internal and external stakeholders including seasonal centre venues' senior management, agents, suppliers, internal departments etc.
- Liaise with seasonal centres representatives to agree an SLA and ensure this is delivered
- Regularly visit seasonal centres and communicate with representatives in order to plan the summer programmes
- Recruit and induct management staff and oversee the recruitment and induction procedure for all other staff
- Oversee content for website and other marketing materials and ensure all publicity is current, correct, and inspectorate compliant
- Ensure procedures, systems, structures, resources and personnel are in place to promote the welfare and protection of under 18s and vulnerable adults
- Work with sales accounts executives to ensure the smooth running of the sales and admissions process; ensure that only bookings that can be delivered successfully and profitably are accepted
- Liaise with the accommodation and operations teams to ensure a quality service is provided across all areas of the student experience

You will have:

Essential

- First Degree
- Excellent key financial skills and ability to work with all stakeholders

- Experience of budgetary management
- Significant proven experience of achieving key performance targets
- Experience of project management, planning, managing and monitoring of work
- Experience of educational compliance requirements
- Demonstrated leadership and vision in managing staff groups and major projects or initiatives

Desirable

- Experience of running and managing a residential school/education institution in the UK or abroad, preferably with multi-site provision
- CELTA or Trinity TESOL Certificate or PGCE in English/modern languages with ELT/TESOL subsidiary or equivalent + DELTA or equivalent

You will need to display the following personal attributes:

- An eye for detail
- Results driven
- An influencer and excellent negotiator
- Ability to deal with a demanding workload and prioritise
- Good interpersonal skills and a collaborative management style
- Ability to work effectively as a member of the senior leadership team
- Analytically strong with an ability to problem solve
- Thrives in a challenging environment
- A keen advocate of operational excellence in all areas
- Ability to analyse complex numerical and written information

What we can offer you:

- Competitive salary
- Excellent career prospects
- A benefit package including Techsave, Childcare Vouchers, and Perkbox

Please apply in writing to Joanne Sayer, including your covering letter and CV.

The successful candidate must be able to work in the UK.

We regret that unsuccessful candidates will not be contacted.

Twin Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undertake an enhanced disclosure via the DBS, where appropriate.

We are dedicated to ensuring that all job applicants and members of staff are treated equally, without discrimination on the grounds of gender, sexual orientation, marital or civil partner status, gender reassignment, race, colour, nationality, ethnic or national origin, religion or belief, disability or age.