



Person Specification for the Position of: General Manager – Education and Sales

Qualifications and CPD Record	Desirable/Essential
Bachelor’s degree in business and management, finance or related field	Essential
QTS or Level 3 Childcare	Desirable
Full, clean driving license and access to a car or van	Essential
In depth understanding of compliance, safeguarding children and health and safety.	Essential

Employment Record	Desirable/Essential
Working with early years, KS1-KS4	Essential
Proven experience working as a general manager or in a similar senior management role.	Essential
Experience with sports and coaching	Essential

Leadership and Management	Desirable/Essential
- Working knowledge of human-resources processes	Desirable
- Experience in sales and marketing, successfully growing at scale	Essential
- Knowledge of budgeting, financial management, and business operations	Essential
- High level understanding of business operations and systems.	Desirable
- Industry knowledge in headship, National curriculum and DfE standards.	Desirable
- Ability to inspire and maintain high morale, address problems, resolve conflict through arbitration and reconciliation.	Essential
- Manage own workload and that of others.	Essential
- Able to organise people and resources to provide excellent programmes and services to customers.	Essential
- Inspire staff to make a positive impact to the company, and to their groups.	Essential

Personal Qualities and Skills	Desirable/Essential
Inspirational	Essential
Influential	Essential
Courageous	Essential

Calculated	Essential
Growth Driven	Essential
Attention to detail.	Essential
Enjoy tackling and overcoming problems.	Essential
Excellent communication and interpersonal skills.	Essential
Ability to work under pressure and meet deadlines.	Essential
Strong problem-solving and decision-making skills.	Essential
Proficient in using Microsoft Office and other business software.	Essential
Ability to prioritize tasks and delegate responsibilities effectively.	Essential