

BUCKSMORE RECRUITMENT AND TUTOR MANAGER JOB DESCRIPTION

LOCATION	Home-based with the expectation of regular working in the London head office and attendance at recruitment events
JOB PURPOSE	<p>The Bucksmore Education Recruitment and Tutor Manager is responsible for the identification, selection and quality assurance of high-quality tutors who deliver the online and seasonal Bucksmore Education programmes, and the provision of year-round Home Tuition teachers.</p> <p>The Recruitment and Tutor Manager works in collaboration with the Bucksmore Education operations, marketing and admissions teams to plan for and deliver appropriate tutoring levels, identifying and selecting accordingly for online and seasonal programmes. They lead on all stages on the identification, selection, and quality assurance processes from running recruitment campaigns, to conducting interviews and processing all paperwork including references, contracts, DBS checks, seasonal payroll, and all other information as needed. Example tutors for Bucksmore Education courses include the centre management teams, programme specific tutors, hourly-paid specialist tutors for specific programmes, Tutor, and online teachers.</p>
REPORTING TO	Bucksmore Education Head of Operations
DIRECT REPORTS	N/A
OTHER KEY RELATIONSHIPS	Managing Director / NAE HR / Bucksmore Education marketing, admissions and operations team members

KEY RESULT AREA	MEASUREMENT OF PERFORMANCE
Tutor capacity planning and management, with quality assurance	
<ul style="list-style-type: none"> • Recruit appropriate levels of staffing – as agreed with the Operations Director, and Managing Director for all Bucksmore Education programmes including: <ul style="list-style-type: none"> ○ Running and creating recruitment campaigns ○ Creating and reworking job specifications ○ Shortlisting candidates ○ Interviewing candidates ○ Issuing offers, contracts, and reference requests ○ Collecting all data and paperwork required from staff ○ Contacting returners and allocating them to centres ○ Identifying pipeline of demand for Tutor and building the capacity (and quality assurance) accordingly 	<ul style="list-style-type: none"> • All programmes staffed to appropriate levels. • All staff hired with the appropriate background and qualifications as agreed with the Bucksmore Education Operations Director (and in line with British Council requirements where appropriate). • Payrolls managed accurately and delivered on time. • Meeting targets for new Tutor teachers recruited.

<ul style="list-style-type: none"> ○ Working with centre management staff over the peak season and the year-round Tutor to collect data on hours and days worked, and produce payroll for NAE to process ● Proactive support to ensure challenges caused by unexpected circumstances in the delivery of programmes are swiftly resolved ● Ensure up to date and accurate information is held for all Tutor teachers, including DBS checks, home visits and any other necessary regulatory/accreditation compliance. ● Produce weekly pay roll for tutors leading Tutor courses. 	<ul style="list-style-type: none"> ● All booked Tutor teachers have up to date paperwork on file.
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PERSONAL SPECIFICATIONS – Skills, Knowledge and Experience

Experience / Knowledge

<ul style="list-style-type: none"> ● Experience of recruitment, particularly for temporary, seasonal contracts. 	Essential
<ul style="list-style-type: none"> ● Experience of working with HR software. 	Essential
<ul style="list-style-type: none"> ● Experience of summer schools, and / or high-pressure seasonal roles. 	Essential
<ul style="list-style-type: none"> ● Ideally, some experience of working in a summer school / academic short-course environment. 	Desirable

Personal Attributes

<ul style="list-style-type: none"> ● High levels of personal integrity ● Conscientious and able to focus on completing work to a consistently high standard ● Flexible and positive approach to work ● Excellent organisational and time-management skills; high attention to detail ● Ability to work to tight deadlines and able to prompt others to ensure deadlines are achieved ● Adaptable to working in a fast paced, ever-changing environment ● Ability to work under pressure and remain calm ● Proactive and willingness to take on multiple tasks ● Self-motivated and enthusiastic ● Ability to work independently ● Must be a team player, willing to help and be flexible ● Continually strive for improvement ● Excellent IT skills
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Other

<ul style="list-style-type: none"> ● Hold a current Enhanced Criminal Records Bureau Disclosure or equivalent for countries lived in outside of the UK. ● Compliance with visa requirements for working in United Kingdom ● A commitment to safeguarding and promoting the welfare of all pupils. And the willingness to undertake appropriate child protection training when required

PHILOSOPHY AND VALUES

We are ambitious for our students, our people and our family of schools. We believe that:

- There is no limit to what every person can achieve.
- Creativity and challenge help us get better every day.
- Learning should be personalised.
- Unique global opportunities enhance the learning experience.

The NAE Commitment

At Nord Anglia Education, we work every day to inspire our schools, our students and our employees to be the best they can be, and we are ambitious for them all to achieve more than they thought possible in their personal, social and academic endeavours. Within our family of schools, this aspiration is underpinned by a commitment to always act with **respect, integrity, openness, courage and ambition**. These qualities are the foundation of how we approach our work and roles within NAE and are shared by everyone in our global family.

Promotes and embodies *The CORE 7 Leadership Capabilities:*

- **Accountable** – Establishes a high performing culture and accepts accountability for organisational performance.
- **Strategic** – Leads opportunity and is committed to continuous improvement aligned with the organisational vision and direction
- **Collaborative** – Works collaboratively with others to achieve organisational outcomes
- **Entrepreneurial** – Creates organisational value for diverse stakeholders and achieves commercial success
- **Enabling** – Drives excellence through valuing and developing others
- **Agile** – Achieves personal and organisational success within a changing, dynamic and complex environment
- **Resilient** – Demonstrates personal resilience within a demanding environment of high expectations

- Role-model the 'Be Ambitious' philosophy each day
- Feedback as a valued member of the team and the wider organisation