

Academy Managers Position Description

RESPONSIBLE TO:-

- Oversee the practical delivery of NVQ Levels 1, 2 & 3 Hairdressing.
- Ensure all learners have access to assessment, following awarding body specifications.
- Ensure the Academy is run in a professional manner and that learners are supervised at all times.
- Ensure Academy Salon operates to Francesco Group standards as detailed in How to Wow, Client Care, Company Staff Rules and maintain high standard of salon etiquette.
- Maintain all business systems in operation within Academy/Office to include finance, targets, stock, cleaning and laundry provision.
- Manage reception team and facilitate effective communication with team members on business objectives and performance evaluation.
- Plan appointment book to ensure learners receive appropriate model requirements. Ensure appointment requirements are supplied to Model Coordinators within a reasonable time frame.
- Facilitate the creation of an Academy Marketing and Promotional Plan to meet business objectives.
- Monitor and track learner's progress towards set targets and issue action plans to support target achievement. Update learning plans where applicable and ensure timely success is achieved.
- Facilitate morning buzz sessions for Learners to set pace, inform of promotional activity and targets. End of day buzz session to feedback on performance and business objectives.
- Report weekly to senior management team on financial objectives, highlighting areas for improvement, for concern and for opportunity.
- Liaise with lecturing staff when they are delivering training within the Academy, identifying any Learners development needs.
- Keep all paperwork up-to-date.
- Ensure health & safety practices are adhered to at all times.
- Keep personal qualifications up-to-date to help maintain job satisfaction and maintain CPD folder.
- Deal with relevant complaints as per company procedure.
- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentially and data protection, reporting all concerns to an appropriate person.
- Report any discrepancies/hazards to Training Manager.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the Academy.
- Attend and participate in relevant safeguarding meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with Learner needs as appropriate during the day.