



JOB DESCRIPTION

Job Title

Managing Director / Headteacher

Organisation

Czech School & Community Manchester (CSCM)

Reporting to

Board of Trustees

Location

Manchester, United Kingdom

Contract Type

Part-time

Role Purpose

The Managing Director / Headteacher provides strategic leadership and operational management of the Czech School & Community Manchester (CSCM). The role is responsible for ensuring the delivery of high-quality educational provision, effective organisational management, safeguarding of pupils, financial sustainability, and strong engagement with the Czech community and wider stakeholders.

The post holder will lead staff, volunteers and interns to ensure the successful operation and development of both the School and the Community Centre, in line with the charity's mission, strategic objectives and regulatory requirements.

Key Responsibilities

1. Strategic Leadership and Governance

- Provide clear strategic leadership and vision for the School and Community Centre in alignment with the charity's aims and strategic plan.
 - Work closely with the Board of Trustees to support effective governance and organisational development.
 - Maintain strong relationships with key stakeholders including Czech governmental departments (MŠMT, MZV), the Czech Consulate General, local authorities, community organisations and partner schools.
 - Represent CSCM externally and promote its mission within the Czech and wider community.
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2. Educational Leadership

- Ensure the delivery of high-quality teaching and learning within the School.

- Develop and maintain a broad, balanced and culturally relevant curriculum appropriate to pupils' ages, needs and abilities and, where applicable, aligned with the formal Agreement with the Czech Ministry of Education.
 - Monitor and evaluate the quality of teaching and learning and support staff in maintaining high professional standards.
 - Provide guidance, teaching materials and professional support to teachers, volunteers and interns.
 - Oversee the preparation and administration of assessments, including mid-year and final tests and certificates.
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3. Staff and Volunteer Management

- Recruit, support and manage teachers, volunteers and interns.
 - Provide supervision, guidance and professional development opportunities for staff and volunteers.
 - Monitor staff attendance and performance in accordance with organisational policies.
 - Promote an inclusive and positive working environment based on equal opportunities principles.
 - Coordinate safeguarding and child protection training for staff and volunteers.
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4. Operational Management

- Oversee the day-to-day management and internal organisation of the School and the Community Centre as well as the charity.
 - Ensure effective administrative processes and record-keeping.
 - Manage procurement and distribution of textbooks, teaching resources and materials.
 - Coordinate the planning and delivery of extra-curricular activities and educational events.
 - Prepare budgets and risk assessments for all activities and events.
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5. Financial Management and Fundraising

- Manage the organisation's financial resources responsibly and in accordance with charity financial regulations.
 - Prepare and monitor budgets and ensure appropriate financial controls are in place.
 - Secure annual funding from Czech governmental departments (MŠMT, MZV).
 - Research and apply for additional grants and funding opportunities.
 - Support the financial sustainability and growth of the organisation.
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6. Safeguarding, Compliance and Health & Safety

- Act as the organisation's **Lead Safeguarding Officer (Child Protection Officer)**.

- Ensure compliance with safeguarding policies and procedures and relevant UK regulations.
 - Attend safeguarding training as required by Manchester City Council's Safeguarding in Education Team.
 - Act as Lead Fire Officer, First Aider and responsible officer for health and safety compliance as and when required.
 - Ensure appropriate risk assessments are undertaken for all activities and events.
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Czech Community Centre Responsibilities

Community Engagement and Development

- Develop services and facilities in line with the strategic objectives of CSCM.
- Identify and support opportunities to strengthen community engagement and participation.
- Ensure that any physical premises used by the Centre provide a welcoming, inclusive and well-maintained environment for all visitors.

Events and Fundraising

- Plan, organise and evaluate community and fundraising events.
- Manage volunteers and external providers involved in Centre events.
- Ensure appropriate budgeting, financial monitoring and risk assessments for all events.

Facilities and Services

- Manage the hire and use of Centre facilities, including setting hire charges in consultation with Trustees.
 - Ensure that all hirers comply with the Centre's terms and conditions.
 - Manage and develop the Centre's library services and community engagement activities.
 - Provide customer information and enquiry services to visitors.
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Additional Duties

- Work collaboratively with other Czech schools in the UK to support the development of teaching within the community school network.
 - Undertake any additional duties appropriate to the role as reasonably required by the Board of Trustees.
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Disclaimer

This job description provides an outline of the key responsibilities of the role and is not intended to be exhaustive. The post-holder may be required to undertake other duties appropriate to the level of the role as reasonably requested.

PERSON SPECIFICATION

Essential

- Experience in educational leadership, school management or community education.
- Strong organisational and administrative skills.
- Understanding of safeguarding responsibilities in educational or youth settings.
- Excellent communication and stakeholder engagement skills.
- Educated to degree level.
- Native or proficient knowledge of Czech Language.
- Ability (or willingness to learn) to teach in the Saturday school.
- Commitment to supporting the Czech community and cultural education.
- Fluency in English Language.
- Right to work in the UK.

Highly desirable

- Experience managing staff, volunteers or community teams.
- Experience working with budgets, grants or fundraising.

Desirable

- Qualified teacher status or relevant educational qualification.
- Experience working within the UK charity or community sector.
- Experience managing community centres or educational programmes.
- Knowledge of Czech culture.

Safeguarding Statement

CSCM is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undertake safeguarding training and appropriate background checks in accordance with UK safeguarding regulations.
