



## Managing Director / Headteacher Czech School and Community Centre Manchester (CSCM)

**Location:** Manchester, UK

**Salary:** FTE £27 000, pro rata 0.65 FTE - actual salary £17 550

**Contract:** Part-time – 25 hrs per week

**Reporting to:** Board of Trustees

### About the Organisation

The Czech School and Community Manchester (CSCM) is a vibrant charity dedicated to promoting Czech language, culture and community life in the North West of England. Through our Czech School and Community Centre activities, we provide educational opportunities for children and families while supporting the wider Czech community in the region.

### The Role

We are seeking an experienced, motivated and community-focused **Managing Director / Headteacher** to lead the Czech School and Community Manchester. This unique leadership role combines educational leadership with charity and community management.

The successful candidate will provide strategic direction and operational leadership for both the School and the Community Centre, ensuring high-quality educational provision, effective safeguarding, strong community engagement and the long-term sustainability of the organisation.

This is an exciting opportunity for someone who is passionate about education, community development and Czech culture.

### Key Responsibilities

- Provide strategic leadership and day-to-day management of the Czech School and Community Centre.
- Ensure high standards of teaching and learning and oversee the development of the school curriculum.
- Lead, support and supervise teachers, volunteers and interns.
- Maintain effective safeguarding, health and safety and regulatory compliance.
- Manage school operations, administration and educational resources.
- Secure funding through grants and fundraising activities, including applications to Czech governmental departments.
- Build strong relationships with parents, trustees, community partners and relevant institutions.
- Plan and oversee community and fundraising events.
- Support the development and growth of the Czech community in Manchester.

### About You

We are looking for someone who brings:

- Experience in educational leadership, school management, or community education.
- Strong organisational and leadership skills.
- Experience managing staff or volunteers (highly desirable).
- Knowledge of safeguarding and child protection responsibilities.
- Experience with fundraising, grant applications or charity management (desirable).
- A passion for supporting Czech language, culture and community engagement.
- A good knowledge of the Czech language and culture is required.

## **Why Join Us?**

This role offers a rare opportunity to make a meaningful impact by supporting the education of Czech children abroad while strengthening an active and growing community organisation. You will work closely with a committed Board of Trustees and dedicated volunteers in a supportive and community-focused environment.

## **How to Apply**

To apply, please send your CV and a short covering letter outlining your interest and suitability for the role to: [trustees@czechschoolmanchester.org](mailto:trustees@czechschoolmanchester.org). Prior informal enquiries are also welcome.

Please note that during the second round of the recruitment process, you will be required to submit your proposed five-year vision for the organisation.

CSCM is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo appropriate safeguarding checks.

**We encourage early applications as we reserve the right to close this vacancy if we receive sufficient applications or find a suitable candidate.**