



Business Development Executive Job Description and Person Specification.

Progress Schools Limited

JOB TITLE: Business Development Executive

LOCATION: Home based but expected to travel to any of our listed sites below:-

- High Wycombe
- Carlisle
- Northampton
- Thrapston
- Liverpool
- Wigan
- Birkenhead
- Chorley
- Stockport
- Liford Centre

REPORTS TO: Chief Executive Officer

PURPOSE:

To research, plan, implement and drive the growth of the Progress Educational brand throughout the United Kingdom.

ABOUT PROGRESS SCHOOLS:

Progress Schools are a multi sited company with each school registered separately with the Department for Education as an Independent School. We specialise in teaching students whom may present challenging behaviours or are not suited to mainstream education. We offer an alternative curriculum to meet the needs of each student on an individual basis. Our core values are:-

Positivity

Responsibility

One team

Growth

Respectful

Exceptional

Supportive

Stable

Strategic direction and development of the company:-

- Contribute to a strategic view for the school in its community and contribute to analysing and planning for its future needs and further development within the local, national and international context;
- Always demonstrating high standards of personal integrity, loyalty, discretion and professionalism and publicly supporting all decisions of the Senior Management Team, Executive Team and Governing Body.

Specific Duties

- To strategically plan and drive a five year growth plan of the business in order for it to reach its aim of establishing itself as the number one alternative provision provider of choice throughout all four nations of the United Kingdom, renowned for outstanding, innovative and creative approaches to challenging students.

"The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post. Job descriptions should be regularly reviewed to ensure they are an accurate representation of the post."

Measurable Outcomes

- To develop and drive a plan to operationally set up and establish new schools of alternative provision in Northern Ireland, Wales and Scotland by 2025.
- Leaders have a clear and ambitious vision for providing high-quality, inclusive education and training to all. This is realised through strong, shared values, policies and practice.
- Leaders engage effectively with learners and others in their community, including - where relevant - parents, carers, employers and local services.
- Leaders engage with their staff and are aware and take account of the main pressures on them. They are realistic and constructive in the way that they manage staff, including their workload.
- Leaders protect their staff from bullying and harassment.
- Those responsible for governance understand their role and carry this out effectively. They ensure that the provider has a clear vision and strategy and that resources are managed well. They hold leaders to account for the quality of education or training.
- Those with responsibility for governance ensure that the provider fulfils its statutory duties, for example under the Equality Act 2010, and other duties, for example in relation to the 'Prevent' strategy and safeguarding, and promoting the welfare of learners.
- The provider has a culture of safeguarding that supports effective arrangements to:
- identify learners who may need early help or who are at risk of neglect, abuse, grooming or exploitation;

- Help learners reduce their risk of harm by securing the support they need, or referring in a timely way to those who have the expertise to help;
- Manage safe recruitment and allegations about adults who may be a risk to learners and vulnerable adults.

Business Development Executive Requirements:

- Proven experience as a senior leader within a school, preferably an alternative provision/PRU-like environment or other relevant leadership experience, ideally within a fast-paced, dynamic environment.
- Experienced in a broad range of office procedures and processes.
- Experience of working in a global company with multiple sites is desirable
- IT literate particularly around MS Outlook, Word, Excel and PowerPoint, and capability with other technology platforms.
- Ability to work to tight timelines and able to produce high quality work whilst under pressure.
- Strong organisation skills with the ability to prioritise and manage several different work streams at once without close supervision.
- Proactive in approach, thinks ahead and anticipates and deals with issues without being prompted.
- Numerate with a strong attention to detail, sets high standards for own work
- Good communication skills including written and verbal.
- Keen to learn and develop new skills and capabilities.
- Collaborative team player, supportive of colleagues and committed to the company mission.
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Additional Information

The job holder is required to contribute to and support the overall aims and ethos of the company. All staff are required to participate in training and other learning activities and performance management and development as required by the Company's policies and practices.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept reasonable alterations that may from time to time be necessary and to undertake other duties appropriate to the post that may reasonably be required from time to time.

This post will bring the job holder into contact with company confidential information relating to students and staff. The job holder must therefore be aware of the confidential nature of the issues and maintain absolute confidence at all times.

SALARY

- £40,900 to £46,012.50 pa plus £300pcm car allowance and other competitive package benefits listed.