



Bilingual French/English School Manager

My French School is a small French school linked with the Arts for children from 2 to 17 yo & adults. The school has gained excellent reputation since it was founded 5 years ago. Due to the growing demand and interest we are looking for our School Manager to start as soon as possible. You will be working along a team of passionate teachers based on 3 different sites, and liaise with a fantastic local & international community from diverse backgrounds. You will also be working closely with the Founder of the school who is growing the school overseas.

Employment Type : Casual Employee. Employment type will be reviewed after an initial period of 6 months.

Location : The office is based in Crows Nest. Travel to Woolloomooloo and Northbridge will also be required from time to time to supervise, help and liaise with our partners, teachers and clients.

Working Hours : Equivalent to 3,5 days /week including Saturday morning until 1pm +

Wednesday/Thursday/Friday_preferred.

Remuneration: Commensurate with experience.

Profile, Skills & Personality :

You are preferably a native French speaker with an excellent presentation & high work ethics. You have a warm and enthusiastic personality and remain calm when challenges arise, you bring positive energy even in harsh conditions.

You love children & people, you care about others. You are brave and love being the captain of the boat. You understand the challenges of a small business and the entrepreneurial spirit of the founder. You are willing to learn & innovate. You are ambitious and willing to help My French School to thrive, keep its reputation and uncommon excellence.

You are commercially astute and understand the critical role that clients play in the business.

You have excellent communication skills with others, leadership & marketing skills.

You can learn quickly how to use our marketing tools to promote the school and communicate with the community and our partners.

You are able to work on your own as a leader without onsite supervision. You are able to communicate effectively every week with the team & the Founder of the school by visio and on the phone.

Experience and Diplomas

You have taught French for at least 5 years to diverse audiences and gained excellent skills & experiences. You are a leader in your field and love what you do.



The following diplomas and qualifications are required:

- Min Masters Degree in Education or similar.
- If you have diplomas in Art, Music, Drama, Dance or Philosophy it is an advantage.
- Work With Children Check (WWCC), First Aid Certificate, a valid working visa.

Responsibilities

Internal communication

Team Manager

You are responsible for the smooth running of the school and making sure that our team of teachers is happy and well supported and implement the French curriculum, activities, events that we offer.

- Coordinate, inform and guide our team of teachers
- Meet and liaise regularly with the teachers to receive and provide feedback on the operation of the school and to support them personally
- Replace sick teachers or missing team members on the spot and as required
- Create, develop and manage the French curriculum and support the team of teachers to make sure that the French program of all the classes is implemented. This includes the content of the bilingual program for children from 2 to 17yo, the FLE program for children and teenagers, the Exam preparation and the adults courses.
- Recruit new teachers if needed, including advertising, interviewing and onboarding

External communication

Existing Client Management & Business Development

- Maintain excellent relationships with our existing clients by liaising with them regularly (by phone & emails) to discuss feedback on our services, and by answering their queries as required
- Answer the phone with excellent manners and convert enquiries into new clients
- Generate leads for our preschool, primary & high school offering through the social media platforms, targeted advertising in local areas of the Lower North Shore and Eastern Suburbs communities.
- Maintain an updated Lead list with potential new clients (retail & schools)
- Build our adult classes offering with 2 new classes per week (1 beginners & 1 intermediate level).
- Reach different schools & potential partners to promote what we do so we can gain more exposure and be known within the Lower North Shore and Eastern Suburbs communities.



Marketing & Communication

- Create simple flyers with the logo of the school on Canva or wix, approved by the founder to grow the business and build our adults classes offering who is back this year with a new venue in the heart of Crows Nest.
- Create, develop and maintain existing documents for our families (Welcome pack, Diplomas, pedagogical documents, Information on our Preschool program, Primary Program, Adult program...)
- Participate in the creation of the monthly newsletter in collaboration with the Founder

Teaching

- Teach some classes onsite and on Zoom, as required

Administration

- Process the new enrolments in sending/ receiving clients forms, welcome packs etc and make sure that each new client has all the information needed for a great start. You will also liaise with the team about all the new enrolments
- Keep the clients base tidy in our wix platform and on an excel file.

Event Management

- Organise and present our annual End of the Year Concerts (in June & December)

KPI's

Key Performance Indicators (KPI's) will be established in line with the above Position Responsibilities.

Confidentiality & Intellectual Property

Please note that your contract will be subject to clauses about confidentiality and intellectual property. For instance all documents created within the school are owned by My French School and all aspects of the operation are strictly confidential.

How to apply

Please note that we are keeping the position open until we find the best person for My French School. Please send **a cover letter + CV with 2 references of professional past experiences.**