



<b>Job Description</b>	Centre Manager
<b>Responsible to:</b>	The Directors and SMT
<b>Location:</b>	Based across all PGL Sites
<b>Job Purpose:</b>	To be responsible for our training centres and manage the teaching and support staff at the allocated sites.

**Main Responsibilities:**

- Establish and maintain quality systems and procedures for all training programmes (Funded and Commercial) to ensure the Centre meets all requirements of awarding Bodies;
- Ensure all policies and procedures are updated and maintained as per awarding bodies, and company policies;
- Work closely with the Management team to develop and implement plans for the marketing and evaluation of the Training programmes and produce reports on good practice; improvements needed and planning towards this;
- Liaise with learners, clients and our trainers to ensure that the learners are fully supported and able to successfully complete their training and development with PGL Training;
- Ensure that the recruitment teams are aligned with the organisation's hiring goals and talent acquisition process;
- Ensure effective communication with Ofsted and our awarding and governing bodies;
- Manage External Verification visits and ensure positive working relationships with our Quality team;
- Ensure a robust induction process for learners, including initial assessment, basic skills assessments, skill scans and enable clear understanding of the qualification they are undertaking;
- Work closely with the training developing and delivery teams to ensure that the training programmes are in sync with market requirements;
- Oversee the work of Recruitment, Marketing and Social Media platforms to ensure that the organisation's social footprint is projecting;
- Liaise with employers to ensure the training programmes meet the expectations as well as understanding and ability to implement new funding streams, qualification frameworks and apprenticeship standards;
- Observe the organisation's working at all levels and provide the right mentorship and direction;
- Provide consistent CPD across the organisation to stay in line with current changes within education;
- Able to manage the timetabling of all programmes along with management of trainers and assessor diaries.

**Key Skills:**

- Excellent organisational and time management skills;
- Excellent communication skills at all levels;
- Committed to safeguarding and promoting the welfare of young people and vulnerable adults;
- IT Literate
- Full driving licence
- Essential: Teaching qualification, understanding of electronic portfolioing, understanding of assessment and IQA processes and procedures;
- Desirable: Minimum of 5 years experience within a similar setting/role.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as Centre Manager. This job description does not represent a Contract of Employment.