

Academy Manager – Rugby

Description

We are looking for a passionate individual with a background in Hair and Beauty to act as a full-time Educator and Academy Manager at our Rugby Hair and Beauty Academy (Railway Terrace).

As an Academy Manager you will oversee the work of Educators within the Academy and ensure that the learners attending the academy progress through their curriculum as agreed within their individual training plan.

It is essential that you maintain the health and safety of all staff, learners and visitors to the academy. You will ensure that the academy delivers high quality education in line with curriculum plans and that there are sufficient resources for staff and learners that are in a good working order.

Salary Per Annum : to be discussed at interview

Responsibilities

As an Academy Manager, you will:

- Plan and oversee the operation of the academy
- Liaise with stakeholders including but not limited to parents, carers, employers and external agencies
- Ensure that the academy facilities and systems are appropriate for use
- Plan and monitor allocated budgets set and ensure revenue targets are achieved, if applicable
- Conduct health and safety monitoring activities regularly in line with legislation and company policy
- Ensure that Educators follow the curriculum plan and deliver engaging sessions which develop the learner's knowledge, skills and behaviours
- Support and lead staff training and development programmes including onboarding
- Carry out professional development reviews and annual appraisals with employees, co-ordinating performance management where necessary
- Ensure the delivery of the curriculum is in line with the Ofsted framework and meeting the organisations quality assurance standards
- Ensure that all learners have equal and fair access to learning activities and the assessment process
- Prepare and complete learner progress reviews in line with company expectations
- Provide constructive feedback on achievement and performance to learners supporting their developments and celebrating their successes
- Attend regular standardisation meetings and training with relevant industry team members

Person Specification

Candidates without a particular qualification which we have listed as 'essential' need not be discouraged from applying if they are willing to undertake appropriate training in-post.

Experience –

Essential:

Hiring Organisation

Heart of England Training

Reference:

Reference: RUG-MGR-0126

Internal applicants only

Closing Date: 14th January 2026

Interview Date: 15th January 2026

Salary Per Annum : to be discussed at interview

Please download a copy of the Application form and full Job Specification here to submit your application –

[Application for Employment](#)

[Job Description – Academy Manager](#)

Please send CV and Application Form (download this), make sure this outlines how you meet the person specification of the job description to careers@hoet.co.uk

- Industry related, minimum 5 years
- Education delivery, minimum 5 years

Qualifications –

Essential:

- Level 3 Industry related qualification or higher
- Level 2 Functional Skills in Maths, English and ICT
- CIAVA (Certificate in Assessing Vocational Achievement)
- Level 4 Certificate in Education and Training or equivalent
- Level 3 Management / Team Leader / Supervisor
- IOSH
- Safeguarding Level 1
- Designated Safeguarding Lead

This role will require a commitment to safeguarding and the post holder will undergo training for health & safety, safeguarding, prevent and EDI (Equality, Diversity and Inclusion) and GDPR.

Job Benefits

- We will offer you full training and support
- Monday to Friday, 9.00am–4:30pm working hours (FT)
- 33 days holiday allowance (FT inc bank holidays) rising to 38 days after 'time served' period (PT holidays Pro Rata)
- Health Care Scheme
- Company Pension Scheme
- Christmas Shutdown
- Annual company events

Interested in this position?

Please send Application Form (download this), make sure this outlines how you meet the person specification of the job description and CV to careers@hoet.co.uk

We do reserve the right to close this advertisement early if we receive a high volume of suitable applications

Employment Type

Full-time

Job Location

Railway Terrace, CV21 3EN, Rugby