

## Academy Manager – Peterborough

### Description

We are looking for a passionate individual with a background in Sport to act as a full-time Educator and Academy Manager at our Peterborough Football Academy (Yaxley FC).

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 : £26,000**

### Responsibilities

As an Football 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

**Closing Date: 04 June 2025**

**Interview Date: 10 June 2025 at Quorn, LE12 8RB**

**Salary Per Annum : Starting from £26,000**

### Person Specification

Candidates without a particular qualification which we have listed as 'essential'

### Hiring organization

Heart of England Training

### Reference:

Reference: PET-MGR-0525

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**Salary Per Annum : Starting from £26,000**

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](mailto:careers@hoet.co.uk)

need not be discouraged from applying if they are willing to undertake appropriate training in-post.

### **Experience –**

Essential:

- 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](mailto: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**

APG Park, PE7 3NA, Peterborough