

EDGE HOTEL SCHOOL - PRINCIPAL

JOB DESCRIPTION

Job Title	Principal
Salary	Subject to negotiation
Reporting to	Board of Edge Hotel School Ltd.

Job Summary

The Principal will be responsible for the leadership and management of the Edge Hotel School, including academic leadership, marketing and recruitment, strategic planning, budget management, quality improvement and the management of relations with all key stakeholders, including the Edge Foundation, the University of Essex, Wivenhoe House Hotel and the hospitality industry.

Main Duties and Responsibilities

1. To oversee the management and effective delivery of the academic provision.
 - To effectively manage, support and provide leadership to ensure the effective delivery and development of the vision of the Edge Hotel School through the delivery of the work based curriculum, as defined within the Edge Grant Agreement.
 - To effectively manage, support and provide leadership to maintain and develop academic management processes, working within the defined quality assurance systems and processes of the University of Essex with a view to sustaining standards and raising the quality of all aspects of the student experience.
2. To oversee the management of marketing and recruitment
 - To effectively manage, support and provide leadership to ensure that an effective and cost-efficient marketing strategy is in place and recruitment targets are met.
 - To ensure effective liaison with the University of Essex in marketing and student recruitment activities.
 - To ensure the effective recruitment of international students as approved by the Board of Edge Hotel School Ltd.
3. To oversee management and effective delivery of the School's finances
 - To ensure effective income management including the relationship with the Student Loans Company and other funding sources.
 - To ensure adherence to Edge Hotel School's financial regulations.

- To ensure financial targets as agreed by the Board of Edge Hotel School Ltd. are met.
1. To oversee the management and effective delivery of student support systems
 - To effectively manage, support and provide leadership to ensure the effective delivery of student support systems and processes (including learning support, financial advice and support, counseling, academic and careers guidance, pastoral care, response to student voice).
 5. To oversee the management and effective delivery of statutory data returns.
 6. To take a leading role in developing the reputation of the Edge Hotel School, and to develop effective and sustained relationships within the hospitality industry, in the UK and internationally.
 7. To ensure good and effective communication occurs with all key stakeholders, The Edge Hotel School Board, Edge Foundation, the University of Essex and Wivenhoe House Hotel.
 8. To ensure that all activities of the Edge Hotel School meet regulatory requirements, including but not restricted to legislation around HR, Equality & Diversity and Health & Safety.
 9. To have ultimate responsibility for the line management of all Edge Hotel School staff.
 10. To ensure the provision of appropriate continuous professional and personal development for all Edge Hotel School staff.
 11. To provide positive leadership by creating a dynamic, supportive and innovative environment, thus encouraging high levels of commitment and the achievement of high standards of performance in the Edge Hotel School staff.
 12. To report to the Board of Edge Hotel School Ltd. in all matters including ; (i) academic performance (including progression, retention and achievement data) and quality assurance matters; (ii) financial performance; (iii) strategic planning (iv) staffing and staff development
 13. To meet targets and carry out other activities as agreed by the Board of Edge Hotel School Ltd.

Person Specification

	Essenti al	Desirab le
Qualifications/Training		
Honours degree 2:1 or above	X	
Masters or demonstrable equivalent level of scholarship		X
Leadership training		X
Experience/Knowledge		
Senior and recent management experience in a higher education or similar institution	X	
Extensive knowledge of UK HE environment, including an up-to-date knowledge of the funding regime and the UK regulatory frameworks		X
Evidence of a commitment to quality and standards and of delivering improvements in teaching and learning	X	
Experience of driving strategic initiatives, with successful outcomes	X	
Experience of successful working in educational and/or commercial partnerships	X	
A high level of numeracy and experience of data and finance reporting	X	
Experience in the hospitality industry including an understanding of the role of the hospitality education sector	X	
Experience as an external examiner, institutional reviewer or accrediting body auditor		X
Skills/Abilities		
Excellent leadership, motivation and staff co-ordination skills	X	
Excellent communication skills (written and oral) including listening skills	X	
Excellent organisational and operational skills	X	
The ability to research, amalgamate and interpret complex information	X	
The ability to act with discretion and to maintain confidentiality	X	
An ability to work effectively to tight deadlines, balancing multiple priorities	X	
Excellent interpersonal skills, together with the ability to establish good working relations at every level of an organisation	X	