

ADVERT ID 244030

General

Roantree Maths Grinds Limited

1 Ballyroan Road Dublin Templeogue D16 N803
<https://roantreemathsgrinds.com>

MAIN DETAILS

Status: Active
Level: Higher & Further Education
Date Posted: Mon Sep 1 2025
Application Closing Date: Mon Sep 15 2025
Commencement Date: Wed Oct 15 2025
Status of Post: Part-Time
Number of Vacancies: 1

POST DETAILS

Title:

Operations Manager

Description:

We are looking for a dedicated manager to oversee the daily operations of our private maths grinds school in Templeogue, Dublin. This role is essential to ensuring smooth delivery of individual and group grinds for secondary level students.

Schedule & Location

Hours: 26 hours per week

Schedule:

5 mornings/ afternoons per week (Monday-Fri) 4 hours per day

2 evenings per week during school term time (Tuesday & Thursday,

5:15pm - 9:15pm)

Location: Company premises, Templeogue, Dublin with some flexibility for daytime hours

Key Responsibilities

Customer Service

Respond promptly to customer/parent enquiries via phone, email, and online platforms
Provide comprehensive information about available courses and scheduling with a positive, sales-oriented approach
Assist customers with online booking system navigation, troubleshooting booking errors, and course selection
Promote the benefits and quality of our tutoring services to prospective families

Administrative Operations

Maintain and update class lists continuously to ensure tutors receive accurate student rosters upon arrival
Manage online scheduling system including:

Adding and removing students from classes

Reassigning students between different class groups

Processing invoices and following up on overdue payments
Updating course details and availability

Communication & Marketing

Create and distribute email marketing campaigns to promote upcoming courses and programmes
Monitor company email accounts and mobile phone for enquiries
Handle general business correspondence professionally and efficiently.

Tutor Management

Oversee employment contracts with tutors, ensuring all documentation is current and properly executed
Maintain comprehensive knowledge of weekly schedules and tutor assignments.
Manage tutor absences by sourcing and contacting substitute tutors
Handle student cancellations and schedule adjustments

Facility Management (Evening Duties)

Ensure classrooms are prepared and accessible before evening sessions (Tuesdays & Thursdays)
Direct students to appropriate classrooms and provide guidance as needed
Secure and lock premises after all students and staff have departed
Prepare printouts of student materials, notes, and handouts

Essential Skills & Qualifications

Technical Skills

Computer Literacy: Proficient in web-based interfaces for contact management and student group assignments, Windows 11, Zoom etc.
Numeracy: high attention to accuracy for scheduling and financial tasks
Excel Skills: Beneficial for data management and reporting
Customer Support: Ability to advise and guide customers to successful conclusion

Excellent communication skills, both written and verbal
Strong organizational abilities with capacity to manage multiple priorities
Professional telephone manner and customer service orientation
Flexibility to handle unexpected situations (tutor absences, schedule changes)
Reliability and punctuality, particularly for evening responsibilities
Problem-solving mindset with initiative to find solutions independently

Experience Requirements

Previous experience in administrative or customer service roles preferred
Familiarity with online scheduling or booking systems advantageous
Experience in educational or tutoring environments beneficial but not essential

What We Offer

Flexible part-time schedule accommodating work-life balance
Opportunity to work in the education sector supporting student achievement
Dynamic role with varied responsibilities across customer service, administration, and operations
Professional development in educational business operations

Competitive salary, holiday pay.
Initial fixed term contract (with probationary period), may be extended if mutually agreeable.

To apply, please submit your CV along with a cover letter explaining your interest in the role and your relevant experience in customer service and administrative roles.

APPLICATION REQUIREMENTS

- Curriculum Vitae
- Covering Letter

Applications may be submitted by

- Email

APPLY TO THIS JOB VACANCY

Apply To: Roantree Maths Grinds, by email only.
County: Dublin
Postal District: Dublin 16
Enquiries To: roantreemathsgrinds@gmail.com
Website: <https://roantreemathsgrinds.com>

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