**Responsibilities and main duties:**

1. **To perform administrative duties for the day to day running of the off-site and on-site Teaching Centre**
	1. Book venue (rooms), equipment & furniture for ongoing activities in accordance with the annual Teaching Centre Academic calendar.
	2. Ensure the library at the Teaching Centre is monitored in terms of stock and monitor the lending process throughout the terms
	3. Ensure classroom inspections and equipment checks are both recorded and carried out on a twice per term basis, manage and monitor requests for repair & maintenance of faulty equipment to budget and deadline
2. **To support the Teaching Centre sales, marketing and customer management activities**
	1. Support the Teaching Centre in direct and indirect marketing activities including up-selling and cross-selling products and services
	2. Support the Teaching Centre in customer activities including; registration process, face-to-face enquiry management, and other related duties
	3. Support logistics for student performances including Summer School to corporate standards
3. **To perform back office functions**
	1. Manage printing end of term certificates within given timelines for distribution to teachers & students
	2. Print class registers for all teachers for the first day of each term and new class registers at the end of week 1 of the term. Ensure students absent in the last class receive their certificates by posting them or distributing them to the CS Team for collection
	3. Provide Chennai Teaching Centre with class-fill against academic timetable for registration week and other system generated data
	4. Maintain hard & soft copies of class lists with student contact details on the shared drive for business continuity, health & safety to data protection standards

***Other important features or requirements of the job****(Work during weekends at off-site TC. longer hours during weekends and shorter hours on weekdays. In total 40 Hours/week.)*