**Responsibilities and main duties:**

1. **To perform administrative duties for the day to day running of the  Teaching Centre**

* 1. Book venue (rooms) and arrange for ongoing activities and meetings and travels in accordance with the annual Teaching Centre Academic calendar.
	2. Open classes in TCMS system and prepare timetable schedule for customer services.
	3. Ensure the teacher library at Teaching Centre is monitored in terms of stock and monitor the lending process throughout the terms.
	4. Ordering books from vendors, liaising with external vendors for books for students. Creating PO’s .
	5. Ensure classroom inspections and equipment checks are both recorded and carried out before the start of the term.
1. **To support the Teaching Centre sales, marketing and customer management activities**
	1. Support CELTA Manager in coordination activities for Delhi CELTA ,looking into logistics, arranging for voluntary students for CELTA, creating PO’s and work closely with academic team and CELTA tutors.
	2. Support the Teaching Centre in customer activities including; registration process, face-to-face enquiry management, and other related duties
	3. Support Centre in direct and indirect marketing activities including up-selling and cross-selling products and services
2. **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. Maintain hard & soft copies of class lists with student contact details on the shared drive for business continuity, health & safety to data protection standards.
	4. Work around timetable by maintaining records of HP teacher hours.

***Other important features or requirements of the job****(Work during weekends, rotational shifts , flexibility In total 40 Hours/week.)*