



**Explore**  
LEARNING

ASSISTANT DIRECTOR



AWARD-WINNING BUSINESS  
BROUGHT TO LIFE BY  
INCREDIBLE PEOPLE

[explorelearning.co.uk/careers](http://explorelearning.co.uk/careers)





# THE ASSISTANT DIRECTOR ROLE

Over the past 15 years we have helped over 175,000 children achieve their potential. We work with 4-14 year olds helping them achieve their goals in maths and English. Our mission is to build confident and fearless learners.

Working at **Explore Learning** means joining an ambitious, people centred, conscientious company. We are thrilled to have been recognised as one of the best companies to

work for in the UK for four consecutive years by **The Sunday Times 100 Best Companies to Work For List**, as well as being acknowledged as the best tuition provider in the country.

Our CEO and founder Bill Mills first created Explore back in 2001 and since then we have grown to open in over 125 places across the UK, and proudly employ over 3000 passionate and exceptional people.

Becoming an Assistant Director with us will see you taking the reins in a challenging position that requires oodles of gumption, determination and flexibility.

Be prepared to be thrown in at the deep end and to take real ownership within your centre for meeting ambitious targets. You might step into one of our well established centres and make your own mark continuing to build upon the excellent reputation that

the centre will already have in the local community. You can also join a management team launching a new centre in a new location so you'd be building the centre's presence and position within the local community right from the very start.

There are 4 key areas that you'll be sinking your teeth into, although you can expect to find yourself doing absolutely all sorts of things!

## OUR SUCCESS



Sunday Times Top 100 Best Companies to work for 2012 - 2016



Job Crowd Top 100 Companies for Graduates to Work for 2012 - 2016



Private Tuition Centre Operator of the Year 2014/2015

We aim to support as many children from as many different communities as possible.



Supporting over  
**30,000**  
Children across the UK

Over  
**125**  
Centres across the UK

### MANAGEMENT

Day one in the job and you're a manager, you'll be a role model to your fellow team members and inspire a collaborative approach when it comes to working towards the common goal of making your centre a thriving success.

### TEACHING

You'll relish the chance to roll up your sleeves and get thoroughly stuck into tutoring. Teaching and coaching your Tutors or having a quick game of charades, it's great that as a manager you'll still get hands on time with the children that your centre supports.

### THE ROLE

### CUSTOMER SERVICE

Dedicated to your members and families, you'll be evangelical about delivering on your promises and going above and beyond to make sure that the children who attend your centre become fearless learners in their quest for knowledge and confidence.

### SALES & PROMOTION

Raise awareness, spread the word, create a buzz and get tongues wagging, as an Explore ambassador you'll be grabbing every chance you get to shout from the roof tops about what we do.

# YOUR JOURNEY

Just like our members, we never stop striving to improve. Learning and development is part of our daily life. Wherever your career is heading, your development journey is up to you. There is no 'one size fits all' so your training will be tailored, unique and individualised to be the very best fit for you.



# YOUR HEAD OFFICE NETWORK

All of the departments and teams that make up the Explore Head Office (with its home in Guildford) have spent time working in centres themselves. This means that any questions that you have, and whoever you talk to, they'll always be able to answer your queries and help wherever they can with making your centre a success. Who knows, looking into the long term future you might even find yourself working in one of these teams one day!

## Our Head Office Team

|                     |                        |                        |
|---------------------|------------------------|------------------------|
| Customer Experience | Training               | Finance                |
| Sales               | Customer Service       | HR                     |
| Regional Manager    | Performance Team       | Education              |
| Marketing           | Recruitment            | Senior Management Team |
| IT                  | Learning & Development | Property               |



“ I have learned just how important it is to listen. We are a company that really listens to its customers and also its employees. I have always been so impressed with the quality and spirit of our centre teams. The drive, energy and professionalism are what makes Explore such a fantastic success. ”

Bill Mills CEO & founder



## JONNY

Assistant Director

“ I started as an AD after hearing about Explore from graduate-jobs.com. I didn't know what I wanted to do but I knew it wasn't a desk job! After Uni I was a retail manager and then went and taught in France, I got really excited by the variety and responsibility that I'd get as an AD.

*It's been a massive learning curve so far and I've had to get used to being thrown in at the deep end and taking on lots of feedback which I hadn't been used to before, but I can see myself improving and I'm keen to have an impact running my own centre as a Centre Director one day! ”*

Jonny completed his degree in French and Music at Southampton Uni. He didn't hop straight into a graduate role after University and instead carried on as a sales manager at his part time job in retail that he'd had throughout University before embarking upon a position in France teaching English.

After a year abroad Jonny knew that he should be thinking about coming home to take on a 'proper job' and began researching online at graduate-jobs.com using their search facility to hone what he was interested in.

He was quick to secure his job offer, returning to the UK in December 2014, he was able to start in January 2015. Despite working in London Jonny has just bought a flat in his home town of Southampton and is keen long term to become a Centre Director, hopefully somewhere close to home, for now he's happy in London and enjoying being in a cluster of centres and being able to socialise a lot with his region.



## LOUISE

Centre Director

“ I read the advert for Explore Learning online and knew that I had to apply straight away, I was finishing off my Masters and hadn't come across anything that would give me such broad business experience within an educational environment.

*The high levels of expectation put upon Assistant Directors was compelling and I already knew that I would want to progress with the company ”*

Louise completed her degree in English and throughout her time at university she held various part time retail positions. She fully immersed herself in student life taking on positions with Erasmus. As a student rep, she was part of the English society and taught abroad in China. Straight after university Louise went to Australia for a year and then completed her Masters upon her return before starting as an AD.

When job hunting Louise knew that she wanted to find something in education but that would also cater for her fierce ambition. She always strives for the best and immediately saw the AD role as a stepping stone towards becoming a Centre Director. After 18 months in New Cross Gate Louise launched Greenwich as a CD. Greenwich became the fastest growing centre in its first 6 months and she is looking forward to becoming a Regional Manager in the future!

## OUR VISION

At Explore we understand that our strength comes from our incredible people. We all share a common purpose with our Vision and Values and the culture that this creates is truly unique. Everyone here takes every opportunity to really get to know each other both professionally and socially.



Best in Education



Best Service



Best Staff



Best Ambassadors



## OUR VALUES

We're all united in wanting to make Explore the best place that it can be for our members, and therefore also the best place that it can be for our staff to work in.



Integrity



Inclusive



Ambitious



Customer centred



Family



### Our Charity partners

It's really important to us that we make a meaningful impact, not only for our members and staff, but also in the wider community. As such we love to lend our support to wonderful causes that echo our values and are close to our hearts.

At present we partner with the Roald Dahl's Marvellous Children's Charity and CHAS which we picked through a staff vote. We get stuck into doing all sorts of things to help fundraise and provide hands on support to these brilliant causes.

## JOIN US



### WHAT WE'RE LOOKING FOR

- Great ambassadors that are ambitious.
- People with a passion for education who can deliver exceptional service.
- Incredible people who will inspire and motivate teams.
- Fun exciting people who will throw themselves into our unique culture.
- Commercially driven business leaders.

### BENEFITS

- Salary: £22,000 + location weighting and £3680 potential bonus.
- Length of service benefits including: private medical insurance, well-being benefits, enhanced maternity package & additional holiday allowance.
- Monthly & quarterly competitions to win all expenses paid trips abroad.
- Cycle to work scheme.
- Interest free loan.
- Generous pension scheme.
- Discounted family memberships.
- Childcare vouchers.
- Referral bonuses.
- Generous holiday allowance.



## THE APPLICATION PROCESS

All of our Recruitment Team have worked extensively in our centres, as Tutors, Assistant Directors and Centre Directors so you'll always be talking to someone through the process that has done the job that you'll be doing!

The first step is to apply! We want to know why you want to work for us, how you'll contribute towards a centre's performance and what is going to make you one of our incredible people of the future.



### THE TELEPHONE INTERVIEW

We normally run telephone interviews with a big proportion of applications. Lasting about 15-20 minutes, they give you the chance to open the lines of communication so that we can find out more about you and you can pick our brains and ask any questions that you might have.



### STAGE ONE

We hold all of our first round interviews in our centres with one of our brilliant teams. It gives you an opportunity to see first-hand the sort of people that you'll be working with and see the environment of a centre in full swing.



### STAGE TWO

The final stage is attending one of our assessment days. We run 2 or 3 a month and they are designed for us to really get to see the best of you. You're not in competition with other candidates and you'll all have different location and start date preferences anyway. The days are run in our Guildford Office and you'll hear back from us within 3 working days.

The whole process works at your pace and we try to get you through as quickly as possible, so from the date that you apply through to the date that you're offered a job could be within a month. We do also allow you to defer your entry for up to a year so we'd always recommend you apply sooner rather than later.

# Explore

LEARNING

APPLY ONLINE  
TODAY!

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