



The Education Academy SCOTLAND



Job opportunity:

Business Operations Administrator (0.8 FTE)

- £25k FTE (£20k at 0.8 FTE, 28 hours per week)
- Remote and flexible working options (with infrequent in-person days/events)
- 25 days annual leave (plus public holidays)
- Initial 12 month contract (aim of extending)
- Professional development budget



The Education Academy Scotland is a tutoring school and SQA Approved Centre with in-person teaching and exam sites in Glasgow and Edinburgh as well as a range of online courses and qualifications. Our growing range of scholarships are supporting learners of all ages to unlock their potential and we also offer innovative and future-facing professional development opportunities via our Empowering Educators programme.



We are driving transformative change in education, not just by revolutionising the way learning is delivered, but how and to whom it is offered; challenging the outdated approaches and methods that just don't work for many learners.



We do this by:

- *Offering specialised tuition and revision*
- *Providing qualifications and awards to all*
- *Developing fresh, future-focussed, fully-funded professional development for educators*
- *Addressing the skills gap*
- *Creating opportunities that otherwise wouldn't exist*





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Our work can be broken into four main categories:

- Tuition and revision
- Qualifications and awards
- Scholarships and partnerships
- Professional development



We are looking for someone to support our operations across all four of these areas, taking responsibility for:

Scheduling and planning

- Creating and maintaining our schedules/timetables across the academic year for all courses, classes and events



Communications and liaison

- Managing the inbox, bookings and enquiries
- Making regular key communications between students, parents/carers, staff and other relevant stakeholders on classes, courses, etc.
- Liaising with TEAS' key partners such as funding partners, delivery site contacts, our accountants, SQA, marketing, web design, etc.



Business operations

- Processing applications, registrations and enrolments for our courses, classes and events
- Handling applications and planning for our scholarship programmes
- Supporting our Head of Centre with the general operation, growth and continued improvement of the business





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responsibilities of the post (continued):

Data handling and compliance

- Preparing, processing and sharing any required data such as student attainment data, bookings, class enrolments etc. with staff/partners



Finance

- Managing our invoice system, tracking course fee balances and other funds in/out of the business
- Handling the payment of our staff
- Purchasing and ordering materials and resources
- Working with our accountants to share information when required



Public facing work

- Promoting the range of offers and opportunities via TEAS social media channels and email marketing
- Processing feedback and evaluation processes from our students and other stakeholders



Who we are looking for:

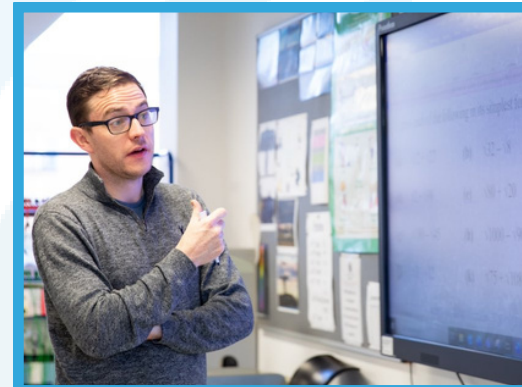
This is a new role, but it is certainly required and perhaps overdue. After many years of carefully planned growth and continued success it's time to add someone to the team who can "hit the ground running" but who is also patient, flexible and adaptable as the role unfolds and grows around them. There will be time set aside to regularly review this, and to agree any required alterations to the post. We want someone who is comfortable to lead and make decisions - you will be trusted, empowered and *expected* to do this - using your experience and skills. We also want someone who sees feedback as a gift and is comfortable both giving and receiving it to ensure that TEAS consistently delivers value for those who access our services.

After an initial front-loaded series of in-person training days with our Head of Centre, the role will then settle to a remote working setup, with key in-person/online business meetings as required, the ability to work independently, with strong motivation and discipline, whilst maintaining high quality and effective communication is vital.

All digital hardware will be provided to carry out the role.

There will be a 6 month review period within the initial 12 month contract and the hope is that the right person stays with us long term. Our learners, and their success, is our number one priority. Our aim is to provide an outstanding educational experience for every person we work with, unlocking their potential and maximising their success, it is this philosophy that we expect all of our team to uphold.

Honesty and positivity are non-negotiables.





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Essential Experience

- *Experience in a school/college (or other relevant education/alternative setting) administration role*
- *Experience working in an administrative, office support, assistant or similar business operations role*
- *Experience dealing with parents, students, staff and external stakeholders in a professional manner*
- *Experience managing busy inboxes (Gmail/Outlook) and a range of enquiries*
- *Experience maintaining accurate records, databases, and similar digital-based systems*
- *Experience supporting finance processes (e.g., invoicing, purchase orders, online banking, etc.)*
- *Experience coordinating typical operations such as scheduling, admissions, timetables, communications, etc.*
- *Experience handling confidential information in line with GDPR/data protection requirements*

Essential Skills

- *Excellent verbal and written communication skills*
- *Strong organisational and time-management abilities*
- *Ability to multitask and manage competing priorities in a busy environment*
- *Proficiency with MS Office/Google equivalents (Word/Docs, Excel/Sheets, Outlook/Gmail, PowerPoint/Slides) and general IT systems*
- *High attention to detail and accuracy in data entry and record keeping*
- *Strong customer-service skills with a warm, professional manner*
- *Ability to work independently/remotely and as part of a team*
- *Problem-solving skills and ability to take initiative*
- *Ability to remain calm under pressure and maintain a positive attitude*
- *Discretion and professionalism when handling sensitive information*

Desirable Skills / Experience

- *Knowledge of school/college admin processes and protocols*
- *A general understanding of the Scottish education system; SQA exams, courses, and the learner journey*
- *Experience using social media (X, Facebook, Instagram, LinkedIn)*
- *Member of PVG Scheme*
- *Experience using or willingness to learn programmes such as: Wix, WordPress, Textmagic, Mailchimp*



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Next steps:

If this role is of interest to you, and you feel you meet enough of the criteria listed above to apply then please do!

Send your CV and a covering letter explaining your suitability for the role to:

info@educationacademyscotland.co.uk

making the email heading: BOA Post

Interviews and a short admin task will take place, in-person on the morning of either Saturday 31st Jan or 7th Feb 2026 at The Saunders Centre, Glasgow, G12 8NE. If neither of these times are suitable for you, we will do our best to make an alternative arrangement.

Candidates will be notified of results in WC 9th Feb. Expected start date will be as soon as possible thereafter.

If you would like some further information on the post before making an application, please also get in touch and we will be happy to arrange a quick call.

Closing date for applications is 5pm on 26th Jan 2026.

www.educationacademyscotland.co.uk

