The Akanksha Foundation is a non-profit organisation with the mission “to build one of the most innovative school networks that empowers children from low income communities to maximise their potential”. Akanksha currently serves 10,000 children and 4000 alumni, through its 27 schools in Pune, Mumbai & Nagpur Metropolitan Regions in partnership with the municipalities.

Position Summary: At Akanksha, we believe that instructional staff at our schools should be free to focus on providing our students with a high quality of education. The Manager School Operations supports schools by maintaining efficient systems and removing obstacles, helping schools to build strong cultures that reflect the mission and values that they believe in. The incumbent will work closely with the School Leaders, HR, and Finance to provide solutions to school issues, cultivate relationships with school staff and ensure seamless logistics for all events and activities. This person will ensure that all schools are aligned with and integrated into all aspects of Akanksha. The incumbent works collaboratively with the COO, Director of Schools - Pune as well as Senior Manager Operations (Mumbai) to develop a comprehensive long-range plan as it relates to all schools in Pune.

You will be reporting to the Director of Schools- Pune.

What your role will entail:

School Culture:
- Optimize the scheduling of class time and available facilities for maximum learning time
- Each year, prepare schools for start-up/ new school year and ensure all elements are set up for the new academic year
- Works with the School Leaders to develop and implement long-range plans for school improvement from an operational/culture perspective, along with the school coach
- Keeps informed of current and educational thoughts, trends, and practices, as well as proposed legislation impacting the schools; informing School Leaders of significant development in these areas
School Operations:
- The incumbent works closely with the members of HR and finance department to develop guiding principles around key decisions related to HR, finance, and other key areas of the organization — aligning on how decisions are made and helping to implement them across schools and modify/adapt as required
- Manage relationships with key vendors and ensure effective systems for purchasing and maintaining supplies and materials
- Oversee the maintenance and upkeep of the building and provide on-ground support when needed, recognizing infrastructure as an integral part of an effective learning environment
- Ensure the timely implementation of all items on Akanksha’s school calendar
- Ensure that the schools are adhering to all government compliance and reporting requirements
- Ensure that student records are properly maintained and updated at the school
- Ensure that the MIS is properly used and maintained in each school

Government Relations:
- To build a working relationship with the government wherein Akanksha and the government authorities can work together to improve the standard of public schools
- To support and supervise the Government Liaison Associate in maintaining relationships with the Government and to help resolve any issues between the Government authorities and Akanksha schools
- Plan and support regular interface with senior government officials for COO and Director of School, Pune. To periodically set up reviews with respective authorities to showcase the work that Akanksha does and to bring up any school-specific challenges
- Keeping the schools and Akanksha informed of any amendments in the government policies and procedures

Impact:
- Feed learning’s from the impact department into the schools, working collaboratively with the education and school teams
- Participate in school reviews as required
- Use other data - parent engagement, teacher parameters - to discuss school needs and action steps

Development and Donor Relations:
- Liaise between the communications, development, and donor relation team to communicate and meet school-specific needs
- To conduct school site visits with visitors as needed
- Share school-specific data and information with the donor relations team and support donor reporting as per agreed deadlines

School Expansion:
- Identify with the government liaison associate, potential new sites for school expansion
- Conduct due diligence on site selection to ensure it meets required criteria
- Assist in all aspects of school set up as required across functions (funding, HR, operations, etc)
What do you need for this position:

- Bachelor’s degree required, major in operations, management, finance, business studies, preferred
- Advanced degree preferred
- Excellent English verbal and written communication skills.
- Overall 4-5 years of experience and 1-2 years in a managerial role preferably in overseeing a team
- 3-4 years experience in operations management preferred
- Experience in the education/social sector preferred
- Excellent influencing and relationship-building skills. – demonstrated success in building strong and sustainable relationships
- Excellent project management skills with proven experience of and ability to plan effectively at the organizational level
- Experience of developing and implementation of strategic plans
- Experience of budgeting and managing resources.
- Demonstrated creativity and problem-solving skills in tacking organizational problems
- An understanding of the specific and unique characteristics of working in a public-private partnership model
- Deep commitment to improving the lives of kids from low-income communities
- Flexible and able to multitask; can work within an ambitious, fast-moving environment, while also driving towards clarity and solutions