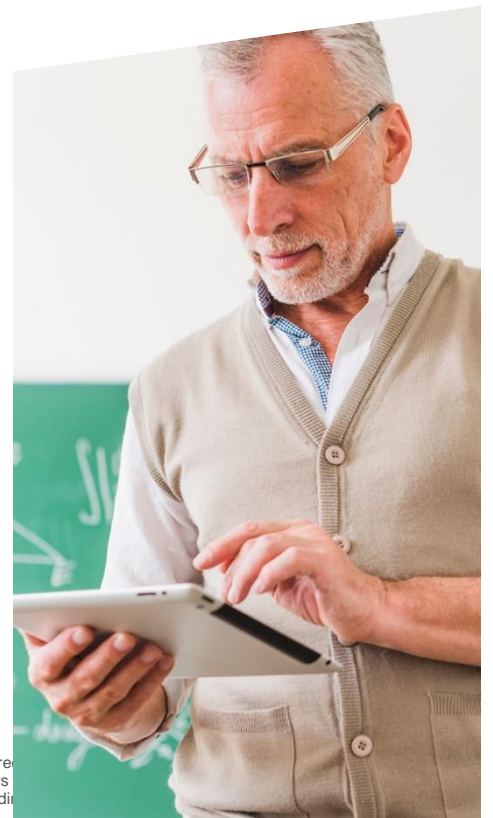
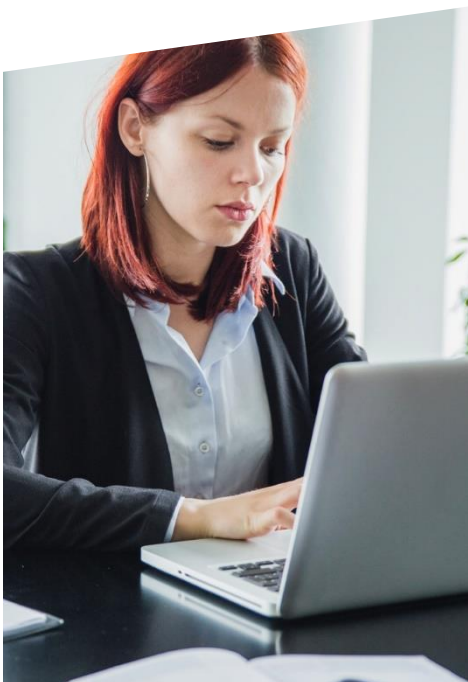


Implementation Consultant

UK

Job Description

June 2022



About WCBS

Founded in 1984, WCBS specialises in providing integrated management systems to Independent & International schools across three core areas: Admissions, MIS & Finance.

Owned by Westleigh Investments, WCBS operates in 40 countries, with offices in the UK, Hong Kong and China.

Where We Are Now

WCBS, and our products, have been constantly evolving. But the speed at which we evolve has been accelerating exponentially in more recent years.

In other sectors, outside of EdTech, we have seen large investment and innovative technology, delivering differentiated business models and first-class user experiences that have challenged the incumbents within their industries. WCBS is bringing this investment and disruption to EdTech, and more specifically, to Independent and International Schools.

We have invested ~£5m over the last three years and are continuing to invest millions of pounds into our product set. Delivering next generation, cloud native systems that use the very latest technology in order to achieve a 10x better user experience for Independent and International Schools.

This culminated in the [launch](#) of HUBmis in October 2020 and will be swiftly followed with exciting developments across our other core areas: Admissions & Finance.

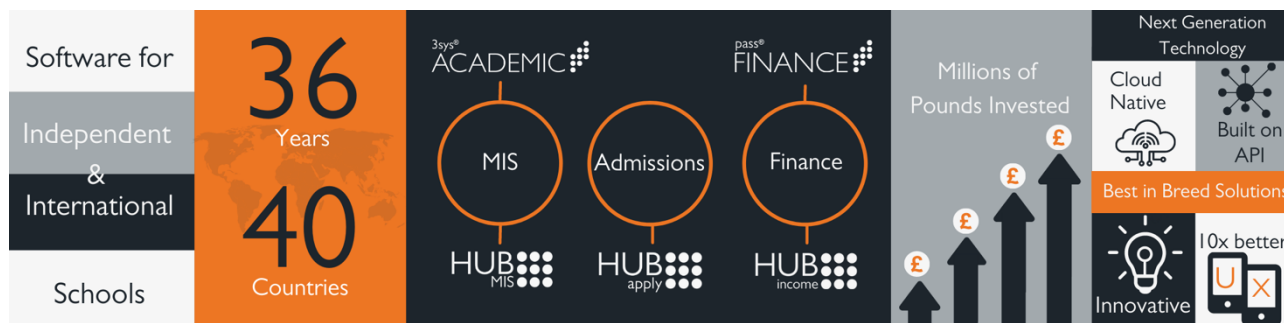
The user friendly and intuitive software we have created is not only a joy to use, but saves huge administration time, allowing schools to focus on delivering outstanding education and ultimately better outcomes for students.

The Journey Ahead

With this technology, comes a very exciting roadmap.

Built on a read and write API, this next generation technology opens up so many possibilities, allowing Independent & International Schools to choose the best in breed solutions without the need to compromise.

In the meantime, WCBS will continue to learn, improve, and innovate, so that Independent & International schools can continue to deliver outstanding education.



Our Solutions

Finance & HR

WCBS fully understands the importance of accurate and consistent financial management. We provide the platform you need to gain more effective financial control.

- Billing: fees & extras
- Purchase requisitions
- Payroll: HMRC & TPA
- Grant management
- Comprehensive budgeting
- Human resources
- Advanced analytics
- Group consolidation
- Allow for complex bill payment relationships

Admissions

With only two thirds of fee-paying schools meeting their enrolment goals, an admissions system is crucial to a school's sustainability.

- Enquiry management
- Application tracker
- Two-way communication
- Configurable to your school's brand
- Instant messaging system
- Real-time reporting
- Online payments
- MIS integration
- Multiple user portals
- Automated and personalised notifications

MIS

Our Management Information System provision has been built with every user at the forefront of the design and functionality of every module.

- Best in class design
- Cloud Native Technology
- Powerful reporting
- Student and parent portals
- Multilingual capabilities
- Attendance monitoring
- Pastoral and behaviour
- Progress tracking
- Automatic Updates
- Manage events

Academic Implementation Consultant

Job Description

Reporting to	Consultancy Services Manager
Location	UK
Salary	£30-35k per annum DOE
Additional Remuneration	£4.8k pa Car Allowance
Working Hours	08.45 – 17.15 Monday to Friday inclusive
Annual Leave	25 days per annum plus UK Bank Holidays
Benefits available	Pension, Private Healthcare, Discretionary Bonus Scheme, Birthday Leave, Pay Rewards

Job role:

WCBS are looking for an enthusiastic and dynamic implementation consultant to join our team in delivering excellence to our customers. We value a forward thinking, positive and innovative attitude and are seeking individuals who can join us to eulogise our software, our business and our direction.

Key responsibilities:

- As part of a busy implementations team, you will be responsible for the implementation of our academic products into new and existing customer sites.
- You will be responsible for managing multiple projects simultaneously, including monitoring, tracking and reporting on all projects' activity and status.
- You will have ownership of all aspects of a project, engaging directly with customers from the initial planning and budgeting right through to final delivery.
- Delivering training and consultancy for your projects on our products, both virtually and in-person
- As a school's point of contact during the project lifecycle, you will forge a trusting relationship with our customers, allowing you to not only ensure a smooth implementation but also to consult on how they can fully utilise our products and continue delivering outstanding education.
- Managing projects and key stakeholders, you will have the opportunity to travel throughout the UK when needed.
- You will be dedicated to providing excellent customer service and will constantly strive to improve project processes and documentation, enabling you to make a real impact on the department and Company's efficiency and success.
- Through the relationships you build you with customers you will fully understand their needs, and be able to identify any additional sales or upgrades for our account managers to follow up on.
- You will create and develop engaging and innovative training solutions across medias, including workshops, webinars, video content and workbooks.
- You will continuously develop your knowledge and involvement/understanding in/of our sector/industry by keeping up to date with the latest in EdTech software, including legislative changes.

- Working alongside our Customer Account Managers you will use your direct communications with schools to keep customer and personal records up to date.

The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessitated by your changing role within the company.

Technical requirements

You should have the following skills and experience:

- Previous experience working in a school environment
- Excellent communication and presentation skills
- Good working knowledge of MS Office.
- Clean full UK driving licence.

Although not essential, it would be beneficial to have:

- Previous experience in a consultancy, training, or implementation role.
- Previous experience of working for a software organisation.

Person requirements

You should have the following qualities and experience:

- A great team player with a can-do- attitude, able to think 'out of the box' and creatively problem solve.
- Great personal organisation and time management skills, with ability to work under your own steam with minimal supervision.
- Willingness to travel throughout the UK and overseas.