

Ascham School Holiday Camp Coordinator



Reporting to: Business Manager

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the School. We look for vibrant, dedicated and capable staff who have initiative, empathy, a good sense of humour and a professional behaviour to achieve the School's objectives.

Why your role matters:

The Ascham School Holiday Camp Coordinator provides students from Ascham and other schools with the opportunity to engage in a variety of programs during non-term time. The programs include but are not limited to areas such as technology, engineering, and science; enrichment programs; sport; global activities; and excursion-based learning opportunities.

The coordinator has the primary responsibility of managing the AHA (Ascham Holiday Academy) which includes performance of all organisational and administrative tasks. This role is a part-time position that requires the capacity to work both during term and non-term time.

What you have to do to succeed:

Management Duties

- Deliver specific objectives as agreed with the Business Manager/Coordinator to achieve the values, goals and strategies of the School.
- Engage external providers to run programs and manage the working relationships with them.
- Develop and manage curriculum-extension programs for each AHA including working with external contractors and facilitators on the execution of Ascham run and external programs
- Liaise with Head of Catering, Head of Sport and all other Heads of departments as required regarding AHA activities.
- Develop and maintain risk assessments for AHA programs/activities.
- Manage the AHA budget for each program
- Manage staffing for each AHA including appointing staff and facilitators as required for each program based on expertise.
- Liaise with Head of Property and Cleaning to ensure all rooms and activities are set up, clean and meet AHA requirements.
- Attend and manage each AHA at the School, and off-site when required, for the entire duration of the programs each day when they are running to ensure:
 - That the programs are running smoothly;
 - All students are accounted for and are present at the relevant program at all times;
 - Follow up occurs with parents/contacts where a student is not in attendance;
 - Work, Health and Safety processes (and other policies/procedures) are being followed;
 - Any issues are handled professionally and in a timely manner.

- Organise the before/after-hours care provider in accordance with the AHA programs as required.
- Supervise the transition of students from AHA programs to the before/after-hours care provider.
- Supervise the pick-up and drop-off of students to and from AHA programs as required.
- Interact with parents of AHA students and be the point of contact for them regarding the AHA during both term time and holidays
- Use professional judgement to solve problems or escalate issues when there are no clear methods or procedures in place for doing so.
- Ensure compliance with the School's Code of Conduct, Privacy Policy, and all other internal policies and procedures.
- Any other duties that are required to ensure that the efficient running of the AHA is achieved.

Administration Duties

- Liaise with the head of co-curricular to book venues for each program
- Set up and manage the online booking system and use information gathered to complete participant lists for each program.
- Purchase all items for AHA through craft supplier and from vendors.
- Complete schedules, timetables, signs, information sheets and any other documents required to help the staff, students and parents during the AHA.
- Ensure timesheets and staff hours are completed, approved and sent to the Payroll Administrator fortnightly
- Provide professional written and verbal communication to parents, including taking phone calls and responding to emails in a timely manner.
- Complete incident reports, advising relevant parties where necessary
- Submit accounts at the conclusion of each AHA.

What do you need to succeed?

- Demonstrable knowledge of school holiday programs.
- Managerial experience in similar programs, or managerial experience that is relevant to the AHA.
- Professional and organised approach.
- Advanced organisational/administrative skills.
- Demonstrated competence with computer literacy skills including Microsoft Office.
- Exceptional interpersonal skills and commitment to positive relationships and professional communications.
- Ability to work during each AHA and as required during term time
- A current First Aid and CPR Certificate.
- A valid Working with Children clearance.
- Effective classroom management skills