

Ascham Holiday Academy Manager | Position Description



Position title: Ascham Holiday Academy (AHA) Manager

Reporting to: Business Manager

Other:

Part-time role of 2 days per week during term time.

Full-time roll of 5 days per week during School holidays (14 weeks).

The Ascham Holiday Academy provides students from Ascham and the wider community the opportunity to engage in a variety of exciting programs during non-term time. The programs include art, STEM, cooking, sport, incursions & excursions, curriculum extension activities and much more. The AHA Manager designs and coordinates the successful delivery of the Ascham Holiday Academy and is required full-time, onsite, during non-term time periods, and part time during term-time. Remote work negotiable for term-time periods.

Duties and Responsibilities

Management and Administrative Responsibilities

- Design, prepare, and facilitate fun and engaging holiday program activities for students in Years K-6. This includes program design, preparation of risk assessments, booking **spaces and** venues, creation of lesson and activity plans, sourcing resources, activity set up, briefing of staff and any action required to ensure the successful delivery of the activities.
- Research best practice in holiday programs, and benchmark to those of other schools, to ensure that the Ascham offering is always fresh and reflective of current interest areas of students, and that the offering is competitive within the local area.
- Oversee the daily running of the AHA including supervision of AHA drop-off and pick-up, program activity set-up and pack-down, supporting program delivery, leading staff in delivery of activities, liaising with parents, ensuring workplace and site safety including identifying and reporting risk, administering first-aid, and classroom and behaviour management duties.
- Managing the administrative duties of the role which include curriculum design, prompt verbal and written communication with parents, management of the AHA budget, risk and compliance management, staffing, financial reporting and managing the online booking system
- Prepare appropriate documentation for and engage with key stakeholders including the Ascham Business Manager, Head of Junior School, Director of Curriculum and Learning, Head of Finance, Management Accountant, Head of Catering, Head of Property and Facilities Management, Head of

Risk and Compliance, and finance, communications and administrative staff involved in the coordination of the AHA.

- Lead a team of passionate staff and manage their workflows including rostering, timesheet management and setting lesson & daily plans
- Work closely with external providers and contractors to support the delivery of their program offerings including preparing marketing materials, seeking program information in a timely manner and supporting staff onsite.

General Responsibilities

- Deliver specific objectives as agreed upon with the Business Manager/AHA Manager to achieve the values, goals, and strategies of Ascham School
- Professionally engage with parents, staff, and the wider community, to achieve the aims of the Ascham Holiday Academy
- Demonstrate a commercial mindset, considering the profitability of the program, optimising student attendance, and ensuring suppliers provide value for money
- Explore and implement academic options for children in higher grades in collaboration with the Director of Curriculum and Learning
- Positively and proactively contributing to the life of the school
- Behaving in a professional and confidential manner at all times
- Responding to parent concerns in a timely and professional manner
- Making professional judgements to solve complex problems where there are no clear methods or procedures in place for doing so
- Ensuring compliance with the School's Code of Conduct, all other internal policies and procedures, and health and safety laws and regulations
- Work in accordance with the Ascham Staff Code of Conduct
- Other duties as directed by the Business Manager and Head of School

Essential Criteria

- Teaching or other appropriate tertiary qualification
- Experience in a teaching, early childhood education, OOSH or Holiday activities coordinator role
- Demonstrated excellence in communication and writing skills
- Proven success in team management and strong leadership skills
- Well-developed time management and organisational skills
- Ability and update to manage simple costing/reporting models in Excel
- A current First Aid & CPR certificate
- A valid Working with Children clearance
- A demonstrated understanding of child safety and appropriate behaviours when engaging with children
- A firm commitment to safeguarding and promoting the welfare of children

Name: _____

Signed: _____

Date: _____