



Vacancy for ECA Administrator

We have vacancy for an experienced ECA Administrator to start as soon as possible.

Job Responsibilities

1. Set up school year in CHQ, including terms, public holidays, sign-up phases and rule.
2. Liaise with CHQ regarding any changes and problems regarding the system.
3. Liaise with the different departments regarding ECA's on offer, teachers, venues etc.
4. Liaise with outside ECA providers regarding availability, costs, group sizes, venues, contracts and code of conduct etc.
5. Liaise with PE department regarding school teams like swimming and football.
6. Liaise with Music department regarding choir and orchestra.
7. Liaise with teachers and outside providers regarding payments made by parents and update CHQ.
8. Liaise with parents regarding outstanding ECA payments.
9. Edit ECA data, including cost, teachers, venues and dates.
10. Create user ID's for new students, teachers and ECA providers.
11. Liaise with teachers and parents regarding the resetting of passwords.
12. Communicate rules and sign-up phases with all staff and parents via Marketing Department.
13. Manage the sign-up phase.
14. Allocate ECA's to students.
15. Liaise with parents regarding allocation of ECA's and cancelations when necessary.
16. Train new staff in the use of the CHQ system.
17. Train supervisors in how to ensure that all students are tracked during ECA's.
18. Update the data when necessary including student withdrawals, venue changes, staff changes etc.
19. Liaise with the transport company regarding transport arrangements for ECA's.
20. Liaise with all Heads of Schools, Deputy Heads and daily ECA Supervisors regarding any problems concerning ECA's and CHQ that may affect the daily management of the ECA.
21. Compile statistics and data to help with analysing ECA's for the next term.