



JOB DESCRIPTION

Job Title	ECA Coordinator	Reports to	School Business Manager
Works closely with	Academic ECA Coordinator and the Sports ECA Coordinator	Supervises	NA
Department	Administration	Working Day/ Hours	Based on contract

Roles and Responsibility of ECA Coordinator:

- Working alongside the Academic ECA Coordinator and the Sports ECA Coordinator – plan and prepare the annual ECA calendar and termly ECA list / schedule of ECAs for DCIS
- Full management of the entire CHQ system, acting as the main link between all parties to create ECA blocks, ECA allocations, team activities, trips, transport coordination and communications to parents.
- Ensuring all administrative duties related to ECAs have been coordinated and managed.
- Acting as the main ECA Parent liaison in terms of all ECA related information, announcing ECA allocations and handling of complaints.
- Ensuring that staff on duty and ECA teachers are maintaining daily attendance registers.
- Ensuring all ECA student’s lists are accurate and up to date to ensure ECA supervisors / Teachers have the correct students in their lessons and the transport company/reception have up to date lists.
- Working with the Academic ECA Coordinator and the Sports ECA Coordinator to ensure all new staff have access to CHQ and are trained on how to use the system.
- Coordination with external providers to ensure all regulations are followed in terms of child safeguarding working closely with the School Business Manager for contracts, online training, statutory declarations, signed codes of conducts, payment details, ECA proposals, company licences and or any legally required documents have been submitted and recorded.
- Liaising with parents for ECA payments for both internal ECAs as well as the externally provided ECAs – tracking of payments alongwith the chasing of parents for outstanding payments, these must be recorded in CHQ and kept in the safe until collection.
- Liaising with the Finance team for any internally paid ECAs to ensure payments have been tracked.
- Supporting all Year Group Leaders to communicate with parents about school trips, ensuring all waivers and data required for the school trip is shared with the YGL and recorded appropriately
- Reporting of any parental feedback, suggestions and or requested changes to management for support and or approvals.
- Working closely with the transport company to ensure their data lists of students allocated into ECAs is accurate to ensure a smooth transition at the end of the ECA session onto the school buses.
- Meet weekly with the Academic ECA Coordinator and the Sports ECA Coordinator as well as termly with ELT.
- Support all ECA teachers to coordinate the spending of their allotted \$50 spend per ECA.
- Provide detailed reports of activities to SLT as and when required to support planning.
- Review and implement new initiatives within CHQ to further streamline processes to support the needs of the school and to ensure the best utilization of the CHQ system.
- Feedback any concerns with CHQ to the School Business Manager and ELT.



- Support with any other reasonable request from the ELT and or the Academic ECA Coordinator and the Sports ECA Coordinator.

Required skill set:

- Attention to detail
- Excellent time management skills are essential as this role has high density periods that will require efficient time management to ensure deadlines are met.
- Customer liaison background is beneficial as a large portion of this role is client based communications as well as the ability to handle parental complaints.
- Forward planning and ability to think “outside the box” would be highly beneficial.
- Strong administrative skills are a must – ability to link with all parties and consistently ensure timelines are met.