

Bilingual School Clubs Manager

CFBL is looking to recruit a bilingual Clubs Manager for the school year 2022-2023.

Start date: June 2022

Nature du contract: Permanent - Part time / full time (75% - 100%) 40 hours per week: FTE

Line Manager: Headteacher

Key accountabilities/tasks:

To organise and set up clubs for each of the three terms in a school year, including:

- Managing online registration system;
- Advertising to parents;
- Finding and offering clubs activities in accordance with parental demand or as deemed beneficial to the students by the Head teacher and CFBL trustees in charge of CFBL Clubs;
- Informing CFBL clubs' leaders /suppliers on the organisation of CFBL Clubs including whether clubs are able to open, the final decision resting with Head teacher and CFBL trustees;
- Ordering equipment where relevant in accordance with CFBL Clubs' budget
- Oversee logistics of room availability, clubs leader availability and club requirements (sport department (largely responsible for their own needs in this area); being mindful of potential interference with the overall operation of the school.
- Uploading and maintaining the family/pupil data used on the online system in conjunction with admissions

Financial duties:

- Cooperation with CFBL Trustee and the DAF, to oversee budgets for each club activity
- To be in charge of Club petty cash
- To document staff and equipment invoices for payment by the Chief Financial Accountant (upon approval from the DAF)
- To check and approve external staff/freelance staff invoices for payment
- Register Childcare voucher payments on the online system and reconcile payments with bank account.
- To administer 'Credit' due to missed club sessions or club cancellations; as required

Coordination and administration of CFBL Clubs/Klubhouse/Garderie:

- First point of contact for handling and resolving complaints from parents;
- Overseeing booking data and updating club bookings in response to changes/cancellations, etc.
- Preparing clubs and Garderie registers on a daily basis
- Ensuring adult staff ratio for Garderie is in accordance with the number of pupils attending.
- Managing and leading staff employed by the club and support volunteers.
- Ensuring delivery of creative play opportunities in a safe and caring environment.
- Organise lunches with the canteen for applicable primary pupils on Wednesdays
- Assisting in the administration of the club, keeping relevant records and ensuring that the agreed club procedures are implemented.
- Prepare the payroll for internal staff
- Organise the hire of buses and external venues for clubs where needed
- Communicating and liaising with parents, the School HR Manager and Head teacher.
- Implementing an induction programme with any new staff.
Recruiting staff/ensuring coverage sick leave staff

Health and Safety:

- Cooperation with the DAF, to oversee health and safety requirements for CFBL Clubs
- Ensure that each club has up to date risk assessment for the activity
- Ensure that offsite clubs have adequate staff to pupil ratios for accompaniment to the venue on foot
- Ensuring that areas are cleared at the end of sessions. Adhering to legal responsibilities and duties under the 1989 Children Act, Care Standards Act 2000 and the Health and Safety Act, to take reasonable care for the health and safety of themselves, staff, children and members of the public who use the club.

Other duties include:

- Keeping information on the School or pupils and parents confidential.
- Attending and participating in meetings as required.

- Participating in training, other learning activities and performance development as required.

Skills

- Excellent communication and interpersonal abilities;
- Good organisational and time-management skills;
- Energy, enthusiasm, stamina, patience, dedication, resilience and self-discipline;
- Initiative, leadership and supervisory skills and team working abilities;
- Imagination, creativity and a sense of humour;
- Good judgement and an analytical mind;
- Good knowledge of ICT (Excel, Word, PowerPoint) and MIS systems such as SIMS or other School database

This job description sets out the duties of the post at the time it was drawn up. It is a requirement that all staff work in a flexible manner compatible with their jobs and in line with the objectives of the College Français Bilingue de Londres (CFBL). Please note that the job description for this position may be reviewed and amended to incorporate the future needs of the CFBL.

Person Specification

Knowledge and Experience

- Childcare qualification or an NVQ3 in Play work or equivalent would be a plus
- Knowledge of Learning through Play
- A current First Aid certificate
- An understanding of good quality childcare
- A knowledge and understanding of the Health and Safety regulations within the school
- An understanding of, and commitment to, Quality Assurance
- Experience of working with 3 to 15
- Knowledge of school policies on Child Protection, Pupil Behaviour, and Equal Opportunities.
- Some experience of administration including budget management

Skills and Abilities

- Ability to provide and facilitate safe, creative play

- Ability to manage and lead a team
- Ability to produce regular project reports
- Ability to communicate at all levels
- Ability to establish a rapport with pupils and their parents
- Ability to meet children's individual needs, including those with special educational needs
- Ability to use judgement and common sense
- Ability to work on own initiative

Personal Qualities

- A personal commitment to equal opportunities
- Willingness to participate in further training and developmental opportunities offered by the school to further knowledge
- Willingness to maintain confidentiality on all school matters

Salary and benefits

The school offers a generous compensation and benefits package, including:

- Competitive salary (dependent on qualifications and experience)
- 16 weeks' holiday (schools' holidays as set by the French embassy)
- Competitive employer pension contribution (8% defined contribution)
- Up to £2,000 flexible benefits to use on transportation, travel, childcare, big purchases...
- Free lunch daily (cooked on the premises)
- High-quality professional learning throughout your career with us
- Perkbox scheme (discounts at a wide range of retailers)
- Bike-to-work scheme and season ticket loan
- School fees remission
- Family friendly policies (such as enhanced maternity pay and paternal leave)
- Life Insurance & Income protection
- Health Cash Plan (opt-in)

Conditions

Safeguarding and welfare

The School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an Enhanced Disclosure from the Disclosure and Barring Service.

Right to work in the UK

The EU's free movement rules no longer apply in the UK. European Economic Area ('EEA') nationals must be granted immigration permission to live and work in the UK. There are numerous requirements that employers sponsoring individuals under the Skilled Worker route must meet. Please let us know in your application if you would need us to support your application for a visa.

How to apply

Please send your CV and cover letter to recruitment@cfbl.org.uk stating “#Clubs2022” in the subject line) by **Friday 20 May 2022**.

First stage interviews will take place on **the week commencing 06 June 2022**.