

National Resource Centre for Supplementary Education

Name of school:

School Co-ordinator job description

Post title:	Co-ordinator
Key purpose:	To co-ordinate the running of [insert organisation's name]
Accountable to:	Management Committee
Responsible for:	Teachers, classroom assistants (paid staff and volunteers)
Location:	
Hourly rate:	
CRB disclosure:	Enhanced CRB required

Key duties and responsibilities

- 1 Keep a register of details about each child/young person (home phone number, emergency contact, medical information).
- 2 Decide which class each child/young person will be in (with assistance from teachers).
- 3 Liaise with mainstream schools if a child's/young person's progress is causing concern.
- 4 Maintain records such as enrolment forms, class registers, risk assessment, parental consent, and so on.
- 5 Organise end-of-year prize-giving and certification presentation.
- 6 Keep records of the hours staff/volunteers work.
- 7 Collect fees and donations and record all payments.
- 8 Phone parents to check on absences, and organise outings and special events.
- 9 Tell parents about the dates of school terms, special events and outings.
- 10 Act as health and safety officer for the school.
- 11 Run fire drills and make safety checks.
- 12 Act as keyholder and make sure children/young people are collected safely and premises are secure.

You will be asked to carry out other tasks as may be required from time to time, and to work in accordance with the policies and aspirations of the organisation.

Additional duties/responsibilities

- The nature of [insert organisation's name] work is such that tasks and responsibilities can be unpredictable and/or varied. All staff are therefore expected to work in a flexible manner when tasks that are not specifically covered in their job description have to be undertaken.

- [Organisation's name] is a learning organisation and is committed to excellence. All staff have a responsibility to contribute to making [organisation's name] a better, and ultimately an excellent, learning organisation.
- The post-holder will, as required, contribute to materials/resources/publications/newsletters/ website and team meetings.
- The post-holder will be aware of the provisions of health and safety, as detailed in the health and safety manual.
- The post-holder will uphold and reflect [organisation's name] values and policies in respect of equality and diversity in all they do and say.