



**CHISWICK HOUSE SCHOOL**

**Role: Lead Coordinator – Afternoon Programme Part-time**

Chiswick House School and St Martins College, leading educational institutions in Malta, inspire excellence and build character. Our mission has always been to provide outstanding education and to assist in our learners' transformation to become happy and successful lifelong individuals.

Our wonderful community of 350 employees is committed to every learner's bright future and aspires to be creative learners able to confidently face new challenges in a fast-paced changing world.

We are currently inviting applications from qualified and inspirational individuals to join our dynamic team.

Chiswick House School is looking to hire a motivated and organized individual to oversee the Afternoon Programme as Lead Coordinator.

**Duties:**

- Oversee the organization of the programme.
- Liaise with the finance department regarding the programme rates per term.
- Maintain regular communication with the finance department to ensure that payments are settled ahead of the programme.
- Assist in the development of promotional material for the programme via:
  - Timely communication of the relevant information, including website links, about the programme to the marketing team.
  - Forwarding all vetted promotional material to the School Secretaries for distribution to all parents.
- Answer parental emails related to the programme.

- Communicate premises/classroom requirements with CHS Operations.
- Identify appropriate staff for the programme, including replacements where necessary.
- Share all applications with the Early Years School Secretary for inputting into iSams.
- Proper classification of the pupils into the relevant activities, including preparation and proper maintenance of attendance sheets.
- Ensuring that pupils are in the appropriate classrooms for:
  - All activities after regular school hours.
  - Collection/Additional supervision after the scheduled programme.

The role of Lead Coordinator - Afternoon Programme will require part-time attendance based on the below schedule:

Monday – Friday: 14.30 – 16.30

Interested candidates are to send an email to [recruitment@chsmc.edu.mt](mailto:recruitment@chsmc.edu.mt) not later than Friday 31<sup>st</sup> May 2024.