



Dubai
English
Speaking
Schools

Job Description and Person Specification

Job Title: ECA Coordinator

Reports to: SLT Member

Direct Reports: Not Applicable

Collaborates with: All Departments

OBJECTIVE OF THE ROLE

The role of ECA Coordinator will involve the management and coordination of the PE & internal Extra Curricular Activities that the school offers. This will involve communication with parents and staff to establish which Activities will be running during a term and ensuring the ECAs are advertised on the appropriate communication forums.

MAIN RESPONSIBILITIES

- Deal with email and phone correspondence from parents ensuring that all emails have been actioned and completed.
- Production and distribution of the ECA Overview, each term.
- Ensure the booking of ECAs are coordinated on SchoolsBuddy.
- Liaise with parents when children have not attended an ECA ensuring that all children are accounted for.
- Supervise the daily ECA registration process making sure that all children are registered for the correct ECA.
- To assist with other Admin jobs as required.

PERSON SPECIFICATION

- Ability to communicate professionally, clearly and effectively in both verbal and written communication.
- Flexibility to stay late/start earlier if required.
- Excellent organisational skills, ability to prioritise, handle multiple tasks simultaneously with exceptional attention to detail.
- High level of interpersonal skills.
- Good customer service skills.
- Microsoft Office skills required, ISAMs/Seesaw/SchoolsBuddy experience an advantage
- Calm under pressure.

This list is not exhaustive and is designed to provide a framework for areas of development the successful candidate will have responsibility for within the School