BHS

BHS After School Care/Holiday Care Coordinator

BHS is seeking an After School/Holiday Care Coordinator, effective January or September 2016.

Applicants must have 3-5 years of on-going experience supervising and working with children, ages 3 through 11 years old, in a well-reputed educational setting, camp or After School programme.

The successful candidate will have the proven ability to lead a team of adult staff. The job requires someone who is energetic, enthusiastic, flexible, nurturing and adaptable. Strong organisation, leadership, problem solving and communication skills are necessary.

Responsibilities will include but are not limited to the following;

- Organise and manage a multi-activity based BHS After School Care programme.
- Organise and manage the February Half Term, Spring Break and July Holiday Care Camps and all holiday camps as of September 2016. Camps must be fun and themed based.
- Manage all paperwork; create camp flyers, maintain lists of attendees, co-ordinate with the Business Office for billing purposes.
- Assist with the hiring of qualified, enthusiastic and energetic staff.
- Schedule and supervise After School Care and Holiday Care staff.
- Be actively involved in the day-to-day running of both the After School and Holiday Care.

A full job description is available upon request.

Qualifications:

- A recognised certificate or degree in education or a comparable area of expertise
- SCARS training
- CPR and First Aid

Applicants must provide the names and contact information of 3 references, one of whom must be a current employer. The successful candidate will be required to provide a Police check.

BHS After School Care/Holiday Care Staff positions

BHS is seeking personnel to work in its multi-activity based After School and/or Holiday Care programme, effective January 4th, 2016. Successful applicants must have experience supervising and working with children, ages 3 through 11 years old, in a well reputed educational setting, camp or After School programme.

Successful candidates will be enthusiastic, energetic and nurturing. The proven ability to be an active team player is essential.

Responsibilities include but are not limited to

- Supervision of students ranging in age from 3 years old to 11 years old during activities, play and homework.
- Engage with and assist students during organised activities.
- Assist the After School/Holiday Care Coordinator with registration, the organisation, set up and breakdown of activities.

A full job description is available upon request.

Qualifications:

- Recognised certificate or degree in child care or comparable area of expertise
- SCARS training
- CPR and First Aid

Applicants must provide the names and contact information of 3 references, one of whom must be a current employer. Successful applicants will be required to provide a Police check.

Applicants for either position should send a letter of application and a resume via email to

Ms Martina Harris
Head of Primary
Email: primary.head@bhs.bm

Deadline for applications: December 11th, 2015.

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