



**SALTUS**  
Prepare to meet the world.

**Are you a professional who wants to make a real difference?  
Saltus has the following opportunity open for applications  
commencing July 2022**

Saltus Grammar School (Saltus) is a high achieving, co-educational day school educating students between the ages of 4 and 18. The school (Saltus) is a leading independent school in Bermuda and enjoys an excellent reputation in the local and international community. The school has a Primary Department, which embraces the Foundation Year, the Lower Primary and the Upper Primary years, and a Secondary Department which includes Middle School (Years 7-9) and Senior School (Years 10 & 11) and Saltus Graduate Years (SGY1, SGY2). The school's international curriculum blends the best of both UK and North American traditions, including its highly regarded Advanced Placement Programme. In addition to academic excellence, particular emphasis is placed on the all-round development of students.

**Saltus After School and Camps Programme Manager**

Reporting to the Deputy Head, the Saltus After School and Camps Programme Manager will oversee the After School and Camps Programme for all students. The Saltus After School and Camps Programme Manager maintains and creates a diverse and inclusive experience for all students and staff.

**Key Responsibilities include:**

- Lead and manage staff
- Manage and oversee the day-to-day operations of the after school programmes and employees
- Plan camps, activities, and staff scheduling
- With oversight from the Deputy Head, research and develop programmes to support the strategic plan and increase Saltus revenue
- Evaluate budgeting expenditures for programmes and camps and assist with hiring and training of staff
- Provide accurate accounting spreadsheets for After School Programme and Holiday Camps for monthly and term billing cycles
- Communicate with parents, teachers and school directors about student behavior and incidents
- Follow Risk Management Guidelines of the school, manage risk, and ensure proper use of trip consent forms and risk assessments
- Create and develop content for online registrations and flyers for advertising with oversight of the Communications Coordinator
- Facilitate proper health and safety protocols and school policies as required
- Administer and document staff and student discipline procedures
- Maintain inventory of all after school programme equipment and record departmental purchases
- Provide guidance and help organize after school extracurricular opportunities to our students by teachers and outside agencies in all departments as required
- Ensure Health and Safety protocols are maintained, and training is provided for staff in an ongoing basis

**Minimum Qualifications, Experience & Skills:**

- Minimum of a Bachelors Degree in a related field
- Minimum of 3 years' experience in a similar position
- Previous experience with children in a similar setting required
- Previous experience in an academic environment preferred
- Must have good financial literacy
- Previous experience with budgets preferred
- Proficient in Microsoft Office Suite (Excel, PowerPoint, Word)
- Previous experience managing and leading a team
- Valid First Aid/CPR/AED and SCARS certification
- Excellent verbal and written communication skills
- Exceptional listening skills
- Strong interpersonal skills with the ability to work with various stakeholders at all levels
- Ability to adapt quickly to changing needs and requirements
- Ability to handle frequent interruptions
- Ability to handle sensitive and confidential information with tact
- Strong organizational and record keeping skills
- Ability to act professionally and diplomatically
- Must be willing to comply with Saltus' vaccination policy
- Self-starter with the ability to work independently and within a team
- Positive and enthusiastic attitude
- Sense of humor
- Clean criminal record

**Candidates are requested to e-mail a cover letter and resume to the People and Culture Department at:**

Email: [Human.Resources@saltus.bm](mailto:Human.Resources@saltus.bm)

Saltus Grammar School

P.O. Box HM 2224, Hamilton HM JX, Bermuda

Telephone: 441-292-6177

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**CLOSING DATE: 3 June 2022**