



Job title:	Lumley Site Coordinator
Reporting to:	Country Director
Responsible for:	Student Welfare, Academic Excellence, Student Efficiency, Staff Management & Appraisals, Activities/Events/Incident Reporting, Compliance, Building Equality, Communication. Oversight of: Administration & Reporting, Stock Administration.
Works with:	Site staff, Site Coordinators, Country Director, Crosscutting Coordinators, Programme Department, Education Department.
Location:	EducAid Lumley, Freetown, Western Area
Contract Type:	Permanent, Non-Residential
Equipment:	EducAid handset provided
Hours:	40 hours per week, additional hours as required

Job Purpose

To manage the day-to-day running of Lumley site; ensuring a safe environment for students and a high-quality learning environment. Your line manager is the Country Director; you will report directly to them first in any event.

Overview

EducAid runs programmes in Sierra Leone with the belief that education is a powerful tool to destroy poverty. Our schools are the bedrock of everything we do, and success in values-based learning is paramount to the success of EducAid as a whole.



EducAid's sustainable model emphasises the training and empowerment of Sierra Leoneans, with the majority of our key positions being held by our past students. Our staff are expected to commit themselves with hard work in order to become skilled, efficient and valued professionals.

EducAid's schools have traditionally come at the very top of the national leader boards. The Site Coordinator plays a hugely significant role in maintaining the standard of education, welfare and communication.

Site Management Division of Responsibilities

The Site Management Team consists of three staff: Site Coordinator, Deputy Site Coordinator and the PST Member. It is crucial that these three roles work seamlessly with each other and are all aware of any issues on the site. However, there must be a clear division of responsibilities to ensure that each individual takes responsibility for her or his department.

Generally, the Site Coordinator is responsible for the academic and pastoral aspects of the school; the Deputy Site Coordinator is responsible for the administrative aspects of the school; and, the PST Member is responsible for the logistical aspects and maintenance of the school. Below is the division of responsibility for the Site Management Team:

Site Coordinator	Deputy Site Coordinator	PST Member
Primary Responsibilities Student Welfare Academic Excellence Student Efficiency Staff Management & Appraisals Activities/Events/Incident Reporting Compliance Building Equality Communication Oversight Responsibilities Administration & Reporting Stock Administration	Primary Responsibilities Administration & Reporting Staff Management & Appraisals Communication Secondary Responsibilities Academic Excellence Oversight Responsibilities Stock Administration Stock Reporting Site Infrastructure Maintenance Bike Maintenance	Primary Responsibilities Stock Management Stock Reporting Site Infrastructure Maintenance Bike Maintenance Secondary Responsibilities Academic Excellence Oversight Responsibilities Logistics (SLT)

Primary Responsibility Areas

Student Welfare – EducAid focuses on the least privileged in Sierra Leone and our students often come from very turbulent backgrounds. It is a key responsibility of the Site Coordinator to ensure that the school is a protected space and that the welfare of students is the top priority. Protecting students from disruptive or abusive students, staff and outsiders, and upholding the Code of Conduct, is a key responsibility of the Site Coordinator.

Academic Excellence – EducAid aspires to run the best school in every district that we operate; the Site Coordinator should demonstrate a restless passion for education and to role-model excellence, ensuring this is present in every classroom. Providing excellence in education is the minimum that we expect to provide for our students, and a key responsibility of the entire Site Management Team. You will be expected to be able to implement, explain, role-model and lead on all the EducAid Top Ten Strategies.

Student Efficiency – EducAid’s child-centred learning system opens the question of student efficiency. It is feasible that a student, if not sufficiently monitored and motivated, may spend more time than they should in Group 2+ or Group B+. As Site Coordinator it is your responsibility to coordinate the monitoring and management of student efficiency across your school. There are several parts to this including motivating staff, motivating students, collecting data and analysing results, and it is the Site Coordinator who will manage the individual contributors involved.

Staff Management & Appraisals – Managing site teams is crucial to the effective operation of the site; it is essential that all individuals are working together and towards the same goals. It is essential that Site Management Teams are able to manage their team positively, upholding EVC, whilst ensuring that you retain authority and make the difficult decisions: holding colleagues to account for poor performance and ensuring the academic progress, welfare and safety of our students. Along with the HR Reps and the Deputy Site Coordinator, the Site Coordinator will be



responsible for appraising site staff on bi-termly basis, and with the HR Coordinator on an annual basis.

Activities/Events/Incident Reporting – As the senior staff member on the site, the Site Coordinator is expected to be the primary channel for reporting of all extraordinary activities, events and incidents on the site. Should there be any extraordinary events on site, the Site Coordinator is responsible for managing the investigation (if required), action and reporting of that event. It is realistic and expected that the Site Coordinator might delegate the responsibility of undertaking the work, but the Site Coordinator will be expected to review and sign off on any report compiled by their staff.

Learning – As a site leader, you are responsible for ensuring that all the site staff team have learning targets and are growing as professionals.

Compliance – According with the requirements of the Ministry of Education, the Site Coordinator is the recorded Head of School. Thus, the Site Coordinator will, from time to time, be responsible to work with the Compliance Coordinator to ensure that the school is compliant with the Ministry of Education requirements

Building Equality – EducAid focuses on providing the platform for girls to succeed in Sierra Leone, and we do this through education and equality-specific programmes and interventions. It is a key responsibility of staff to nurture girls' potential through motivating staff and working to ensure that girls are given the best platform to succeed. It is crucial that the site coordinator supports the Equality representative on her / his site and works closely with the Equality Team in order to implement all the equality focused activities and to be watchful for opportunities for enhancing equality throughout the site programming.

Communication – It is crucial for the smooth running of EducAid that you demonstrate quality the key representative of your site at many different meetings, with Coordinators and other outside parties, and you must involve your sites in those conversations as far as possible. Communication needs to be done responsibly, kindly and professionally; this means thinking carefully about who you communicate what to and how.

Coordinators – As a senior Coordinator, you are required to participate in all monthly Coordinators Meetings. If you are not able to attend the meeting, you must obtain permission from your Line Manager.

Operations Calls – As a senior Coordinator, you are required to participate in all weekly Operations Calls. If you will not be able to join a call, you must obtain permission from your Line Manager.

Whole Staff Meeting – As a member of EducAid staff it is mandatory to participate in the annual Whole Staff Meeting.

Staff Literacy – As a member of EducAid staff it is necessary to consistently strive to improve your written and spoken English. It is mandatory to always speak English on site and to engage in Staff Literacy work.

Oversight Responsibilities

Administration & Reporting – EducAid is a data-driven organisation, and we must be excellent in our administration. EducAid's system of learning requires that we manage student progress to ensure we are being cost-efficient, and our fundraising team relies on this data to keep the schools open. Whilst the Deputy Site Coordinator will be responsible for completing the reports, the Site Coordinator is required to review all of those reports in order to ensure accuracy and quality, to be fully aware of all site matters and to be ready to discuss them with their line manager. It is a key responsibility of the Site Coordinator to oversee that the Deputy Site Coordinator is monitoring and managing other staff in the administration of student, staff and school data, ensuring that data and reports are accurate and provided in a timely manner.

Stock Management – The PST Member on each site will be responsible for managing the security and usage of site; their role is to ensure that there is enough stock to keep the site running each month, and to use contingency when required. The Deputy Site Coordinator is responsible for checking the PST Member’s work and reviewing their communication with the Logistics and Finance department; the Site Coordinator is responsible for periodically checking the management of the stock along with their Deputy.

Decision Making

EducAid operates under the system of Every Voice Counts; the EVC is designed to ensure that peoples’ voices from throughout EducAid are listened to in every decision. As with any organisation, however, there needs to be a decision-making hierarchy.

As Site Coordinator, you are ultimately responsible for all decisions that relate to the site and are not decided on a central basis. These decisions, and the activities on your site, should reflect the guiding principles of EducAid.

Guiding Principles in Decision Making

Every time you make a decision it is your responsibility that it is accounting for these guiding principles. Does your decision:

Competencies

Functional Competencies:

- Higher Teaching Certificate (HTC) or Higher
- Credits in WASSCE English and Maths and at least three other subjects
- Knowledge of Microsoft Office Suite
- Accuracy and attention to detail
- Determination and hard work
- Knowledge of Sierra Leone, education, international development (desirable)

Personal Competencies







- Strong administration skills
- Ability to draft correspondence, reports, strategy etc.
- Ability to communicate effectively with colleagues at all levels
- A realistic perception and presentation of self
- Diplomacy, tact and resilience
- Ability to remain calm and composed when under pressure when faced with multiple tasks and deadlines
- Self-starter, able to work with limited supervision
- Ability to be open, honest and kind in relationships with others
- Fluent in written and spoken English

Organisational Competencies

- Commitment to upholding the charity’s Code of Conduct
- Commitment to the charity’s vision, mission and objectives
- Commitment to developing additional skills in the light of the charity’s need

If you are interested in applying for this opportunity, please do so on this link: <https://forms.gle/Zc1BZrAdm5yLpHGLA>

Those who do not follow the instructions will not be considered.

Protect teaching time	
Ensure emotional, physical and academic safety of all	
Adhere to previously established protocols and policies	
Do your best	
Protect others’ progress as I protect my own	
Love and do as you will – Kindness!	
Value for money: no cost – low cost	