

Job Description for an Education Manager at OBC CIO

Key responsibilities:

- With the Education Secretary agree a schedule of courses to be delivered each term and allocate teachers to deliver them
- Find substitute teachers and classroom assistants to cover absences
- Keep a record of paid work done by teachers and sign off payment claim forms
- Recruit new teachers when necessary (advertise, interview) with help of Education Committee. Arrange EBED training
- Ensure all training materials are kept update and stored in OBC Store
- Liaise with the Education Administrator re information re the website and course booking via Bookwhen and ordering supplies
- Liaise with the Marketing Officer to publicise courses.
- Liaise with the Bridge Committee about Zooming/rooming for all courses and seminars