



**Parents
Association**
European School Mol

Job description "MANAGER DAY-CARE"
Part time - contract - 2022

Job description

- Day-Care Manager works together with the volunteers, students and 'the Board of the PA' in a Day-Care where children are happy to be. The PARENTS ASSOCIATION OF THE STUDENTS OF THE EUROPEAN SCHOOL will be abbreviated to "PA" for Parents Association.

He / She is responsible for the childcare currently for about 100 children on Mondays and Fridays and about 30 children on the other days.

- Official part time contractual job of 19 hours per week.

- Permanent presence during opening hours of Day-Care

Monday	13:30 until 18:00
Tuesday	16:15 until 18:00
Wednesday	13:30 until 18:00
Thursday	16:15 until 18:00
Friday	13:30 until 18:00

- A time registration system will be used to register working hours. The following agreements are currently being made, which may be adjusted in the future.

. During school weeks working hours are approximately 22 hours per week. During school holidays it is not expected to work except for any organizational preparation of Day-Care

Number of working hours are 19 hours at school, during the Day-Care opening hours and about 3 hours according to necessity at a location of your choice, this is flexible. It should be taken into account that 'The Board of the PA', consists exclusively of volunteers who usually take on the tasks of the PA in the evening or on weekends.

Sporadically, day camps are organized during the school holidays in collaboration with the school and the PA, according on demand.

Parents Association

The PA is a modern day employer focusing on innovation and digitization, however we never lose sight of our human and warm approach tailored to the needs of the children.

Name: ASSOCIATION OF PARENTS OF CHILDREN OF THE EUROPEAN SCHOOL OF MOL
(Abbreviation PA - Parents Association)

Legal Statute: VZW, company number: 0408 984 464

Registered office: Europawijk, 100, 2400 MOL

Contact info: 014.56.31.16 (daycare@esmol.be) en 014.56.31.53 (pa@esmol.be)

Social objective: After-school care and bus transport of ES-MOL pupils



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Objective of Day-Care

Employees, Day-Care volunteers and Day-Care students are committed to creating a Day Care where it is pleasant and affordable to engage within different age groups. An environment where learning, creativity, play and developing social skills go hand in hand. There are two main age groups, primary education and nursery education, a second employee of the PA takes on the responsibility for the nursery children. As Manager of Day Care, it is important that you work closely and effectively together, and that there is a high degree of unity and cooperation.

Your role as Day-Care Manager

Within Day-Care you are responsible as a Manager for leading, coordinating and coaching the Day-Care employee the Day-Care volunteers and students. You are part of the PA-Team and transpose organizational objectives to Day-Care. Together you develop a vision and policy around the various activities and you know how to guide and support the organizers in their activities. You support the correct values and function as a role model for the employees.

You will be responsible for finding the right people to strengthen your multidisciplinary and culturally diverse team. You create the necessary involvement and engagement and have at least one annual personal feedback meeting with each of the volunteers individually and at least one annual joint meeting with all employees together. You supervise the change processes within the organization and carry out progress monitoring.

You build bridges in the cooperation between 'The Board of the PA' (consisting of solely volunteers) more specifically those responsible for Day-Care, the employees of the PA, the volunteers, the students, the school management and possibly the teachers and the school cleaning team, the school Covid-responsible person, the children and the parents. You are responsible for strong and structured communication between the various parties and will be assisted by the Parents Association Office Manager. You pay sufficient attention to customer focus towards parents and children.

You are responsible for the financial policy and the preparation of the budget of Day-Care, including a follow-up to the PA Board twice a year. You ensure that the available resources are used in the most efficient and effective way.

Through active program management and long-term planning you ensure that milestones and objectives of the day-care are achieved. You keep a close eye on efficiency and continuous improvements within Day-Care in order to guarantee the quality of the service. You do a once yearly evaluation with the volunteers of the PA using a Swot analysis.



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You as a person

It goes without saying that the first requirement is a great passion for children from 3 years to 12 years, who are our largest target group. You are proactive and flexible in the execution of your job. Through your integrity, you support the professional appearance of Day-Care by always behaving maturely and honestly. You treat everyone in a dignified and respectful way.

You feel connected to the school and the PA and always stand up for the common good of the children and parents. You work actively and constructively, honestly and carefully so that the organization comes across as well as possible to the outside world.

By acting consistently and discreetly, you show self-discipline and you keep to the agreements made and gain credibility among the employees. You are resistant to stress and will also perform effectively and efficiently under time pressure and difficulties. You are open to feedback and dare to critically evaluate your own actions and opinions.

We appreciate knowledge of as many languages as possible, but a good knowledge of English (both understanding, speaking and writing and reading) are a minimum requirement. Knowledge of Dutch and French are a special added value, but any other European language is also a bonus.

Having one of the qualifications outlined by “Kind en Gezin” - (Child and family organisation of Belgium) as a child counselor in groups is an added value.

<https://www.kindengezin.be/nl/professionelen/sector/kinderopvang/leren-en-werken/kwalificatievereisten-en-opleiding>

Applications

Send us your CV, including your language skills, an extract from your criminal record, a motivation letter and a copy of all relevant diplomas and experiences to PA@esmol.be. You can apply up to and including Friday 24th June.

Additional information can be obtained from Anne +32 476 57 55 64 outside working hours.