



Glyn School

Education Co-ordinator

Job Description			
Job Title	Education Co-ordinator	Job Reference	
Location	Chelsea Football Club – Cobham Training Ground	Travel Required	No
Core purpose			
<p>Glyn is seeking a highly organised, proactive and diligent Education Co-ordinator to support the delivery of the Chelsea FC Academy education programme (U9-U21). This includes the full-time school programme (Years 9-11), post-16 education and supplementary education support at the younger age groups. This role is crucial to ensuring the players' academic schedule is intertwined with their football programme in a balanced and agile manner.</p>			
Key accountabilities			
Main duties			
<ul style="list-style-type: none"> • Support the Head of Education in managing academic timetabling for the full-time school programme and post-16 provision, including facilities and tutoring support • Coordinate and support examination scheduling including mocks, GCSEs, A-Levels, BTECs, etc • Work closely with coaching staff and interdisciplinary teams to align education with training schedules and player welfare needs • Liaise with schools to monitor academic progress and behaviour of all players in the U9-U14 age groups • Coordinate and manage online tutoring support for the U9-U14 age groups • Support the organisation of education provision on tours/international duty, where appropriate • Manage correspondence with schools • Liaise with player families to ensure effective communication • Support the organisation of parent meetings • Responsible for raising invoices and facilitating payment for all non-core academic provision • Implement a tracking system for academic progress • Support audit processes by maintaining organised documentation and contributing to inspection visits • Support accurate and confidential record-keeping of educational performance, ensuring compliance with safeguarding and data protection policies • Support any relevant Premier League and FA initiatives and projects • Assist the Head of Education with the sharing of appropriate education information for wider Academy comms • Support the efficient running of meetings and subsequent actions through minute taking and note sharing 			
Personal Development/Continuing Professional Development			
<ul style="list-style-type: none"> • Be responsible for your own professional development • Actively engage in training provided by GLF for continued professional development 			
Accountable to			
<ul style="list-style-type: none"> • Head of Education for Glyn at Chelsea 			
Safeguarding			
<ul style="list-style-type: none"> • GLF Schools is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will have to meet the person specification and will be required to apply for a DBS disclosure. We particularly welcome applicants from under-represented groups including those based on ethnicity, gender, transgender, age, disability, sexual orientation or religion. 			

Person Specification		
Position: Education Co-ordinator		
	Essential	Desirable
Qualifications		
GCSE/O Level C grade or higher (or equivalent) in Maths and English.	✓	
Evidence of continuous professional development.		✓
Professional and Experience		
Experience of working in an educational environment.		✓
Experience of working in an administrative role, providing in-depth administrative support to a wide range of colleagues.	✓	
Skills and Personal attributes		
Values aligned with the CFC's school's mission statement and GLF Schools core values	✓	
Knowledge and experience working with a variety of ICT systems including Bromcom, Word, Excel, and Google Applications.	✓	
Positive, enthusiastic outlook, embracing risk and innovation	✓	
Encourages ideas, initiative and innovation in others	✓	
Highly motivated showing resilience, stamina and reliability under pressure	✓	
An ability to work autonomously and as part of a team.	✓	
Good organisation, time management, communication and interpersonal skills.	✓	
Ability to maintain confidentiality and integrity with respect to sensitive, confidential data.	✓	
Awareness and understanding of Data Protection and GDPR.		✓
Ability to reconcile priorities, work to tight deadlines and problem solve.	✓	
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