

# Job Description

## Trips Administrator

<b>Purpose:</b>	To be a member of the School administration team, with the sole responsibility for the co-ordination and organisation of all school trips, visits and student exchanges. In addition, the postholder may be asked to provide cover as needed, supervising whole classes during the short-term absence of teachers and giving instructions for the lesson as provided by a teacher
<b>Responsible to:</b>	Office Manger
<b>Scope:</b>	To undertake all duties assigned by the Office Manager.
<b>Liaising with:</b>	External Agencies, Heads of Department/Subject, Subject Teachers, Examinations Officer Office Staff, Site Staff
<b>Salary/Grade:</b>	Band 2 M, Point11-14
<b>Main (Core) Duties:</b>	<ul style="list-style-type: none"> <li>• Responsible for liaising with Teaching/Support staff to organise all student trips/visits away from School.</li> <li>• Sole responsibility for costing of all trips/visits to ensure costs are covered.</li> <li>• Preparing and distribution of letters providing information to students/parents of the trip/event.</li> <li>• Collection of reply slips and the recording of the necessary information required for the trip/visit.</li> <li>• Solely responsible for contacting external agencies for the booking of transport. To arrange several quotes and to make a booking based on best value.</li> <li>• Responsible for the booking of theatre tickets/accommodation when required/transport to and from airports/venues ensuring discounts are applied if applicable.</li> <li>• To follow up with external agencies prior to the visit/trip to confirm arrangements, times, directions etc.</li> <li>• Responsible for the setting up of spreadsheets and files to record details of the trip/visit.</li> <li>• Responsible for communicating directly with the Headteacher details of those students who may require financial assistance from the school for the trip/visit. Followed by communication with the parents either by letter or telephone as to how the school can assist.</li> <li>• To provide information to those parents who may be eligible for Free School Meals and ensure we have proof of allowance for the school record.</li> <li>• Solely responsible for providing details of all trips/visits to the Local Authority using the EVOLVE website. Recording details of staff, emergency contacts, transport, insurance, risk assessments etc ensuring all requirements and legislation is being complied with and procedures adhered to.</li> <li>• Solely responsible for the collection of student money for the trips/visits by setting up the required information on ParentPay ensuring that the facility is available to all the students who will attend the trip/visit.</li> <li>• Reconciliation of payments ensuring invoices are paid through the Finance department.</li> <li>• To make contact with student/parents when payment is not received by the due date to ensure that any problem can be dealt with.</li> <li>• Provision of information to the school bursar of students who have required assistance with payment for trips so that the funds can be moved from the relevant accounts.</li> <li>• Collation of a file for the trip/visit leader giving details of students attending, external agent contact details, emergency contacts, students with special dietary/medical requirements together with copies of student medical form.</li> <li>• Solely responsible for ensuring the school mobile phone is available fully charged and topped-up for use by the Trip Leader.</li> <li>• Reminding the Trip Leader to organise any foreign currency that might be required for trips abroad.</li> <li>• The collection of passports and EHICs when required ensuring they are valid and deposited in the school safe.</li> <li>• Responsible for organising the necessary visas/waivers for those with non-EU passports.</li> <li>• Responsible for the organisation of a Collective Passport if appropriate.</li> <li>• To pass on information from external providers to the staff member in charge of the visit/trip so that all relevant information is known prior to any information meeting with students/parents i.e. any transport used abroad meets with UK standards/mobile or internet access, accommodation room layout, clothing required for the trip etc.</li> <li>• To manage the use of the school minibus by staff using a booking spreadsheet.</li> <li>• To record details of all PE fixtures away from home and organise use of minibus/coach hire.</li> <li>• Ensure that the Attendance Officer and Receptionist are advised of which students are involved in the trips/event and the details of the event (start and end times, locations, contact numbers etc) in case of parent queries, as early as possible.</li> </ul>

<b>School website &amp; social media</b>	<ul style="list-style-type: none"> <li>• To maintain school website for calendar, news stories, collate, write and edit</li> <li>• Twitter feed, edit and re-tweet from other feeds</li> <li>• Publish the Newsletter</li> <li>• Ensure the website is Ofsted compliant</li> </ul>
<b>Additional duties:</b>	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example</li> <li>• To respect confidentiality at all times</li> <li>• To continue personal development as agreed</li> <li>• To actively engage in the staff review and development process.</li> <li>• To attend first aid training and assist with administering first aid to pupils and staff, as required.</li> <li>• To undertake any other duty as specified by the school not mentioned in the above</li> <li>• You may be asked to work up to three Saturdays</li> </ul>

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description does not form part of the contract of employment. It describes the way the postholder is expected and required to perform and complete the particular duties as set out above. It is not necessarily a comprehensive definition of the post.

The duties and this job description will be reviewed at frequent intervals and may vary to meet the changing demands of the school at the reasonable discretion of the Headteacher at any time.

This is a Regulated Post and postholders will be required to have an enhanced DBS.

It is Westcliff High School for Girls' policy that all support staff should have the role of Lesson Supervisor as and when required; this is an additional area added to the job description and there will be additional payment for this work if the hourly rate for your normal job is less than that of a Lesson Supervisor.

Main duties and responsibilities:

- To supervise whole classes during the short-term absence of teachers and to give instructions for the lesson as provided by a teacher.
- To maintain good order, acting as a role model, setting high standards of conduct and behaviour, dealing promptly with conflict and incidents in line with established policy, reporting all concerns to an appropriate person.
- To keep pupils on task and respond to general enquiries.
- To provide general feedback to teachers.
- To be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop.

Signed: .....Date: .....

## **Administrator (Trips)**

APT&C Scale

Part time: 37 hours per week, (39 weeks Term time plus INSET days)  
8.30 am to 4.30 pm (4 pm one afternoon per week)

## **Person Specification**

### **Experience:**

- Microsoft Office, specifically MS Excel and MS Word, administration and telephone experience is essential.
- Experience in Assessment Manager 7 would be an advantage.
- Knowledge of school management system software (SIMS) would be an advantage.
- Experience of Social media and publishing software

### **Qualifications:**

- Good standard of education.
- Literate & Numerate.

### **Knowledge and Skills:**

- Good organisational skills.
- Accurate typing and word processing skills, visual and hard-copy proof-reading.
- Knowledge of Assessment Manager.
- Knowledge of Microsoft Office software, specifically MS Excel and MS Word.
- Ability to work to deadlines.
- Ability to work on own initiative.
- Excellent written and oral communication skills.
- Maintain confidentiality.

### **Aptitudes:**

- To have a patient and tolerant, customer focused attitude.
- To give attention to detail.
- Able to work accurately under pressure and to deal with interruptions.
- Able to adapt quickly and effectively to changing circumstances/situations.
- To undertake repetitive tasks and deal accurately with these.
- Able to work independently as well as to develop effective working relationships and work as part of a team.