## Job Description

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| Job Title: | Trips and Events Co-ordinator |
| Reference: |  |
| Reports to: | Finance Manager |
| Responsible for: | No line management |
| Salary range: | £21,000 |
| Contract: | Full time, 52 weeks, 37 hours per week |

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| Main purpose of the role: | The Trips and Events Coordinator is responsible for administering all aspects of local, national and international educational trips as well as Academy events.  Working with trip/event leaders to ensure that parental communications, incoming payments, tickets, travel and accommodation bookings are arranged in an efficient and timely fashion. | |
| Main duties: | * Administrating and providing assistance in arranging all school trips. The post holder would take responsibility for arranging the event, transport, ensuring risk assessments are completed, parent communication, liaising with the Finance Manager regarding payments and ensuring admin tasks for trips have been completed * Providing support in organising Summer school, Easter school and Christmas school and arranging activities surrounding these * Attending trips and events as required, an element of flexibility in working hours will be required * Acting as first aider when required * Driving the school car or minibus where necessary * Organising and the administration of a wide range of school events e.g. parents’ evenings, presentation evening, concerts and productions. * Ensure that trips are planned according to school policy * Make bookings with travel agents and venues, and arrange transport * Send out communication to parents as directed by trip leaders, and respond to queries * Track and collate parental payments and replies, and follow up as necessary * Collate and distribute medical and dietary information as appropriate * Liaise with finance staff regarding payment of suppliers * Monitor income and expenditure to ensure each trip remains within budget * Review risk assessments to ensure they are fit for purpose * Produce visit packs for relevant staff * Keep relevant staff informed of trip details * Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met * Update generic risk assessments to ensure they reflect current policy * Review and approve trip packs * Upload relevant trips to the LA Evolve system for their approval, be a system superuser and ensure Academy is using the system to it’s full potential * Evaluate trips and suggest improvements for the future * Maintain confidentiality at all times * Comply with school policy on data security and GDPR legislation * Assist with other administrative duties as required. * Undertake any other duties, which from time to time may be required and be relevant and commensurate with the role, as deemed necessary by the Principal. | |
|  | **Essential** | **Desirable** |
| Qualification | * A\*-C GCSE Maths and English or equivalent |  |
| Experience | * At least 2 years’ experience in an administration role | * Experience of working in a similar role in a school or local government setting. * First aid and minibus driving qualifications. |
| Skills | * Excellent IT knowledge including word and Excel * Understanding of data protection regulations * Ability to work efficiently with particular attention to detail * Ability to prioritise * Excellent organisational skills * Ability to work under pressure * Ability work to work to tight deadlines * Excellent written and oral communication skills | |
| Qualities | * Able to work in an organised and methodical way. * Able to confidently liaise with senior colleagues including in formal settings. * Confident in operating flexibly and pragmatically in the face of shifting expectations and pressures. * Personal and professional authority and resilience. * Able to credibly challenge established assumptions and ways of working and make a valuable contribution to influencing organisational culture. * Empathetic, tactful and diplomatic. * Solution focused, working collaboratively and collegially with colleagues and stakeholders. * Excellent inter-personal skills. * A willingness and ability to develop specialist knowledge and keep up to date with local and national policy and developments. | |