



**Mayfield Grammar School
Gravesend**

**Appointment of
Trips & Events Coordinator
Required from September 2025**

Closing date: 1pm – Friday 27th June 2025



Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE
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Trips & Events Coordinator – required from September 2025

37hrs per week. Term time only + Development days

Mon-Thurs: 8am-4pm (inc 30min unpaid break)

Fri: 8am-3.30pm

Salary: KSD £26,393 (fte 0.87164 actual salary £23,005.23)

We are looking to appoint an Trips & Events Coordinator who is committed to working in partnership with the Headteacher and staff within the school, providing comprehensive high-level support. We are looking for someone with a strong administrative background and a genuine commitment to ensuring all events and trips run effectively.

The successful applicant will have experience of multi-tasking in a busy working office, preferably in a school setting. They will be responsible for the school's events and trip coordination including a high level of contact with students, staff and parents/carers. Our successful candidate will need to be highly organised with good inter-personal skills and attention to detail.

In return we offer a supportive working environment with a team of friendly, efficient and professional staff who work together to achieve the aims of the school.

Based on the standard and quantity of applications, the school reserves the right to close this vacancy sooner than the stated closing date. Applicants will be notified of this where possible.

Further details and an application form are available from the Staff Vacancies section of the school website: www.mgsg.co.uk

Applications made via Kent Teach will be accepted.

CVs will not be considered and should not be submitted.

All application forms with a covering letter should be addressed to Mrs E Wilson, Headteacher must be received by **1.00pm on Friday 27th June 2025**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at www.mgsq.co.uk

Post Title: **Trips & Events Coordinator**
Line Manager: School Finance Officer
Grade: KSD £26,393 (fte 0.87164 actual salary £23,005.23)

37hrs per week. Term time only + Development days

Mon-Thurs: 8am-4pm (inc 30min unpaid break)

Fri: 8am-3.30pm

Summary of Duties

- To be responsible for the administration and finances of school trips and events.
- To ensure that the school meets the legal requirements with regard to the administration, health and safety and organisation of off-site and educational visits.
- To hold the role of EVC (Educational Visits Coordinator) with responsibility for the Evolve online system.
- To provide First Aid assistance on school site and if accompanying on trips (training will be provided).
- To line manage/performance manage the School Minibus Driver.

Responsibilities

- To liaise with trip leaders to ensure cost effective and compliant running of school trips and events.
- To ensure that school trips are costed accurately and that they are cost effective for both parents/carers and the school.
- Prepare communication to parents (letters/emails) to inform of full trip details.
- To monitor student payments, including outstanding deposits or trip payments with the Finance team
- To answer all queries regarding trips and events received from staff, students and parents/carers.
- To be responsible for travel packs (administration, medical, phones) in preparation for use by the school trip leaders, to ensure compliance with GDPR and any Health & Safety requirements.
- To liaise with the Premises team with arrangement of the use of the school minibus, taking into consideration ULEZ/ road charging, and school opening times in regard to trip arrival/departure times.
- To become confident and familiar with the administration systems of the school ensuring effective and accurate communication with students, staff and parents/carers.
- To work in partnership with the Finance team to ensure invoices are paid in a timely fashion once monies from students are received.
- In consultation with AHT Lower School coordinate the management of the school's Pupil Premium allocation regarding any school trips and visits, by liaising with parents/carers and meeting student needs. Including the update of the school's Provision Map. To record any resources being accessed by PP students or Provision Map.
- To monitor Government websites to keep up to date on latest travel guidance, i.e. Passport and visa requirements, medical necessities, and coordinate with the trip lead accordingly.
- To maintain and update as appropriate the Educational Visits school policy document, being aware of data protection in relation to school trips and events.

- To produce and maintain the guidance document with information for school trip leaders and other staff.
- To keep the school website updated with letters and information regarding school trips and events.
- To liaise with school insurance provider to ensure adequate cover for students and staff is held at all times.
- To develop, maintain and regularly update the school's social media account to keep the school's social presence.
- To assist with the running of the Preloved Uniform service.
- To comply with school policies and procedures relating to safeguarding, Health & Safety and data protection, reporting all concerns to the appropriate staff member.
- To work in conjunction with the Finance team as directed by line manager to answer student queries in the finance office.
- In consultation with line manager/school trip leader to be available upon request to attend any after school parent trip meeting with time off in lieu/overtime agreed with line manager/Headteacher.
- To provide flexibility, where possible, to be onsite when large school trips depart before start of school day. Time off in lieu or overtime to be agreed with line manager/Headteacher.
- When required to provide staff training/support with understanding school trip processes/Evolve or any Health & Safety requirements.

Knowledge & Experience

A successful candidate will

- Hold a good standard of education, GCSE Maths & English (or equiv) at grade C or above.
- Have a good ability to communicate with parents and outside agencies in a polite and professional manner.
- Have high levels of organisational skills and the ability to prioritise own workload.
- Good IT skills, with working knowledge Word and Excel. Some experience of SIMS beneficial, but not essential.
- Have flexibility in their approach to work and be self-motivated.
- Be comfortable working with numbers.
- Have an eye for detail and a willingness to bring efficiencies to the role.

Signed: _____ Dated: _____

Approved by: _____ Headteacher