

# JOB DESCRIPTION

**Post:****Reporting To:****Post Level & Grade:****Dream Big - Trips and Events Co-ordinator****Assistant Headteacher - Whole Person****Kent Scheme E, 28 hours per week (4 days) / Term time only****08:30am - 16:00pm Monday to Thursday****Role purpose**

To support in the smooth running of the Dream Big programme through developing a wide range of trips and events which support strong personal development for all students. This role will involve liaising closely with the Dream Big - WEX and Dream Big Coordinator to ensure coherent planning of all Dream Big events.

**Main Duties:****Trips Co-ordinator**

- Act as the first port of call for any trip requests, liaising with suppliers and obtain quotes as necessary, ensuring close working relationships with trip leaders
- Work with the AHT (Whole Person) in the development of an exciting and varied trip programme which meets the needs of the Dream Big Programme, academic subject development and reacts to opportunities and whole school priorities as they arise
- Actively research trip opportunities which enrich the Dream Big programme/objectives and broaden cultural capital, this could be for whole cohorts or targeted groups of students
- Rigorously plan and deliver appropriate administration for all school trips according to the school calendar. Ensure that all appropriate paperwork, including student lists, risk assessments and staffing arrangements are completed accurately and on time
- Ensure the smooth collection and co-ordination of financial contribution and parental consent
- Create, manage and reconcile an individual ledger for each trip, ensuring accurate recording of income, expenditure, refunds and outstanding balances. Liaising closely with the finance team to ensure prompt payment of invoices and escalate any non-payment issues
- Ensure all trips are accurately represented in the school and website calendar
- Act as a point of contact for student and parent queries regarding trips and visits
- Act as an in-school contact for trips currently in operation
- Work with the AHT Whole Person/EVC to ensure all trips operate safely including appropriate risk assessments
- Monitor uptake of trips to ensure as many students as possible take part, including PPG, DSEN and vulnerable student participation. Produce reports as requested for SLT and Governors
- Proactively work with pastoral staff/SLT to increase uptake for under represented groups (including PPG/ DSEN/Vulnerable)
- Monitor the use of trips across the curriculum to ensure enrichment in all areas
- Maintain accurate information on the management information system and payment system.

**Events Co-ordinator**

- Support with the coordination of school-based events, including but not limited to, open evening, Year 7 transition events, award evenings and school proms
- Support the staff wellbeing group in the organising of staff events.

## Other duties

- To provide additional admin support for Dream Big and WEX Co-ordinator where capacity allows
- Administer first aid as part of the wider first aid team
- To undertake any duties that the Headteacher may reasonably request
- Support the wider administration function, this may include ad-hoc reception cover and answering the telephone.

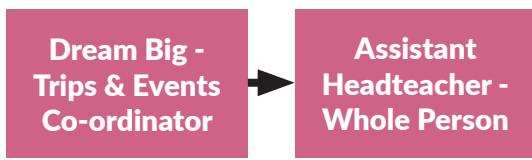
## Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

## Person specification

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE in English and Maths at a minimum of a Grade C – or equivalent</li> <li>• First Aid certificate (or training will be given)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Operational experience of administration and office systems</li> <li>• Operational experience of organising trips and events in an educational setting</li> <li>• Previous experience planning, organising, and managing large events (public or private sector)</li> <li>• Working with the public and dealing with confidential issues</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Good communication, interpersonal, and administrative skills</li> <li>• Being friendly and welcoming at all times to students, staff, parents and visitors</li> <li>• Good problem solving, time management and organisational skills</li> <li>• Demonstrate high standards and attention to detail, following tasks through to ensure good outcomes</li> <li>• Effective use of ICT and other specialist equipment/resources. Including ability to produce a range of documents, spreadsheets and reports, using Microsoft Office Software, Excel spreadsheets and database functions</li> <li>• Ability to work under pressure and work efficiently to meet deadlines</li> <li>• Ability to work confidentially, keeping work-related issues and discussions in the workplace</li> <li>• Display commitment to the protection and safeguarding of students</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of MS office, Word, Excel and Teams is essential</li> <li>• Knowledge of a range of applications and software commonly used in schools including Arbor</li> <li>• Up to date knowledge of current online safety standards</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>
<b>Behaviours</b>	<p><b>Behaviours which are compatible with our school vision, including:</b></p> <ul style="list-style-type: none"> <li>• We achieve the best outcomes when all staff work together in a supportive collaborative environment</li> <li>• High expectations in all aspects of our work</li> <li>• Staff and students can 'enjoy the journey'</li> </ul> <p><b>In addition, we expect the following:</b></p> <ul style="list-style-type: none"> <li>• A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students</li> <li>• Flexibility to work as required to achieve the best outcomes for students</li> <li>• Integrity and professional pride to do the job properly</li> <li>• Rigorous, consistent and logical approach to ensuring all procedures and policies are followed</li> <li>• Good sense of humour and ability to relate to colleagues, parents and student</li> </ul>

## Organisation



Signed (Postholder): \_\_\_\_\_

Dated: \_\_\_\_\_

Print name: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Dated: \_\_\_\_\_