**Job Title:** Educational Visits/Administrative Assistant

**Reports to:** Office Supervisor

**Grade:** KR4 £16,743 (£18,517 full-time equivalent)

**Date:** October 2021

**Hours:** 37 hours per week, term time only plus 2 weeks

**Job Holder’s Name:** Vacancy

**Purpose of Job**

The role of the Educational Visits/Administrative Assistant is to:

* Provide administrative support for all school trips and visits in accordance with school policies
* Provide general administrative and clerical support for the school

**Principal Responsibilities**

* Assist staff with the completion of Visit Proposal Forms for school trips and visits, including obtaining all necessary signatures for approval
* Ensure accuracy of information on trip letters sent to parents/carers
* Input, monitor and keep up to date all school trips and visits through the Evolve database
* Monitor payments on ParentPay regarding trips and ensure payment deadlines are met, liaising with trip leaders to chase all outstanding payments
* Work with the Educational Visits Coordinator with regard to daily receipt of Parental Consent Forms. Liaise with parents/carers and staff where forms are missing
* Liaise with all travel providers and staff at all stages of trip organisation to ensure all relevant paperwork and administration is covered, inclusive of: checking all passport details are correct, preparation and distribution of Google Forms, ensuring risk assessment have been completed
* Liaise with SEN to ensure all relevant Medical Care Plans are in place, updated in SIMS, accurate and copied to relevant staff
* Prepare all trip paperwork for sign-off by trip leaders for final approval both in-house (and KCC if appropriate) and prepare packs for trip leaders and EVC as required
* Prepare FSM tickets for students attending trips where necessary and reconcile with catering staff when invoiced
* Provide general administrative support as assigned by the Office Supervisor. This may include preparation of home school communications, data entry for new students, distribution and franking of mail, and reception cover as required

**Other duties**

* Act as a Fire Marshal
* Act as a school First Aider

**Skills**

* A good level of general education
* A high level of interpersonal and communication skills
* A flexible, efficient approach to duties
* Computer literacy in Word and Excel
* Experience using SIMS would be an advantage
* Ability to meet tight deadlines

**Agreed by: Approved by:**

*Sharon Pritchard, Headteacher*

**Date: Date:**