



Burnham Grammar School

JOB TITLE: Trips and Careers Programme Coordinator

LOCATION: Burnham Grammar School

GRADE: Bucks Scale: 3

30 - 37 hours (negotiable) / 39 weeks per year + 2 week

DEPARTMENT: Administration

REPORTS TO: Assistant Headteacher/Office Manager

MAIN PURPOSE OF JOB:

1. To provide an efficient and effective administrative support service within the school, specifically to administer all aspects of the job relating to Trips.
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DUTIES AND RESPONSIBILITIES:

Trips

1. To carry out key administrative aspects of trip planning: letters, co-ordinate transport options (e.g. coaches), insurance, emergency procedures, contact numbers & SLT on-call rota, parental and student enquiries and medical and dietary information.
2. Communicate with teachers to create a meaningful Planning & Costing Sheet for each trip to be supplied to Head and Finance Director for approval.
3. Collate information (including passenger lists) and apply for collective passports where needed along with necessary visa waiver information.
4. Accurate records to be kept for monies and other essential items such as EHIC cards and passports.
5. The administration of electronic payments on ParentPay for all trips.
6. Process the annual Student/Medical Consent Form and returns. Update SIMS as directed.
7. To issue trip leaders with an emergency pack to include consent forms, emergency procedures, first aid kit, mobile telephone and any other relevant information to aid a successful visit.
8. To assist in the processing of all purchase orders and invoices for payments relating to trips. To raise cheque payment to suppliers.

9. To occasionally escort and supervise students on educational visits and out of school activities.
10. To update or edit sections of the school website relating to Trips, as directed.

Careers and Work Related Learning

11. Manage and co-ordinate all aspects of the KS4 work experience programme.
12. To work with the member of the SLT overseeing the 6th Form / to provide and publicise work placements for KS5 students as required and obtain any required risk assessments.
13. To assist the SLT/Cover and Invigilation Manager and Sixth Form Administrator to oversee the 6th Form in the organising of the Post 18 Days.
14. To assist in the co-ordination and marketing of the Café Careers programme.
 - a. To liaise with external careers information providers to ensure that the programme addresses the interests expressed by students.
 - b. To link with alumni initially when gaps in the programme are identified.

General

15. To assist the Assistant Headteacher in reviewing, modifying and implementing systems as and when required.
16. To ensure confidentiality at all times adhering to the Data Protection Act.
17. To carry out any broadly similar duties as may be required from time to time.
18. To process and maintain student records, both manual and computerised, in line with school procedures.
19. To have due regard to health and safety of self, staff, students and visitors and have responsibility for bringing matters of concerns to the attention of the Finance and School Manager.
20. To occasionally escort and supervise students on educational visits and out of school activities.
21. To write a procedures document for this post.
22. Undertake occasional whole class supervision in the absence of class teachers, setting work previously prepared by the teacher.

Date prepared.....

This document must not be altered, without consultation with all relevant parties, once it is signed.

Signature of Postholder..... Date.....

Signature of Headteacher..... Date.....