



Educational Visits Co-ordinator

Surrey Pay Level 7

36 hours per week/38 weeks per year (term time only).

Permanent contract, September start

Closing date 19th July 2024 at 10am. Interviews 22nd July.

If you are interested in this position, please apply as soon as possible as interviews will be held upon receipt of suitable applications.

Woking High School is a high achieving school with Academy status. We have an outstanding team of staff committed to developing our students as individuals. All students are challenged to achieve their best. The Ofsted inspection of December 2019, which judged the school to be good, noted that, 'Pupils say that the school feels like a family. The curriculum is ambitious and well designed, with strong academic and vocational elements'.

We are seeking an experienced administrator to provide a high quality and proactive co-ordination and organisation of our school visits as well as our termly curriculum activity days. As well as being exceptionally organised, the ideal candidate will have excellent communication and interpersonal skills together with a good understanding of Health and Safety and Risk Management. Experience of managing school visits would be a distinct advantage; however, this is not essential and full training will be given to the right candidate.

Woking High School uses Tucasi software to manage events and other parent and staff online payments and the successful candidate will be responsible for the day to day management of this system. Previous experience of Tucasi would be highly desirable, but not essential.

This role will provide an exciting opportunity for a hard worker who enjoys working to tight deadlines and acting on their own initiative.

In return, Woking High School offers excellent benefits to staff including:

- 26 Days Holiday (rising to 30 days after 5 years)
- Local Government Pension Scheme
- Continuous Professional Development
- Healthcare Cash Back Plan.

Application packs can be downloaded from our website www.wokinghigh.surrey.sch.uk.

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Woking High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of the requirements of KCSIE, all roles are subject to online checks including Social Media. These are carried out by a 3rd party – <https://www.sp-index.com/>.

By applying for this role, you agree to these checks being carried out and your data being processed by SP-Index.

The successful candidate will be required to undertake an enhanced DBS check.

Woking High School is committed to providing all staff with continued professional development to support and develop them in their careers.