



JOB DESCRIPTION

JOB TITLE	Trips Administrator
DEPARTMENT/SECTION	Co Curricular Department
LINE MANAGER	Educational Visits Coordinator and Outdoor pursuits Manager

SAFEGUARDING:

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact

JOB SUMMARY:

Reporting to the EVC (Educational Visits Coordinator and Outdoor pursuits Manager), the role will support all staff in the planning and administrative implementation of all one-day and residential educational visits.

KEY DUTIES AND RESPONSIBILITIES:

Educational Visits planning, record-keeping and implementation

- Provide reasonable administrative support to staff who are planning or leading a day or residential visit;
- Liaise with external agencies to explore travel and accommodation options alongside Visit Leaders, (travel agents, airlines, ferries, rail companies etc);
- Carry out administrative checks on external providers to ensure they hold the relevant quality badges and accreditation
- Build relations with external organisations to obtain best service possible and value for money
- Assist in managing budgets for all residential educational visits in accordance with the School's guidelines and ensure they are approved by the Bursar and Chief Accountant
- Record pupil participation in educational visits to monitor parity across year groups and ensure fair distribution
- Help trip leaders use Operoo to communicate with parents regarding administrative aspects of the trip, including organising information evenings as appropriate, collating information from parents and (as appropriate) pupils as and when required
- Collate a rolling annual list of forthcoming planned and confirmed trips for publication by EVC, sufficiently far in advance to assist parental planning
- Provide information to parents, current and new, at appropriate times
- Maintain year-on-year records of all day and residential trips
- Record one-day trips by department to monitor pupils' time off time-table and publish information internally
- Collate audit of data for Governors' Reports and school record; for approval of EVC

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- Ensure EVC, SLT and other staff are aware of staffing requirements for all trips and can arrange cover accordingly
- Establish visa requirements for overseas trips and ensure parents are notified and/or school has necessary information in place
- Establish vaccination requirements and alert all those going on the trip in time for individuals to make necessary arrangements
- Working alongside trip leaders, ensure documentation for each pupil/staff member/trip is correct (passports, insurance, European Health Insurance Card, visas etc)
- Monitor the costs incurred before the trip and advise the Finance team/EVC as necessary
- Liaise with Finance to establish a trip budget code, check insurance, the list of attendees and fee billing arrangements, recording the costs incurred during the trip and the relevant supporting documentation;
- Update and issue annual Emergency Contact Card to all relevant staff including Reception, Nurses, Bursary, etc;
- Liaise with Senior staff to provide base contacts for residential trips
- Liaise with Nurses to ensure relevant medical information is provided.

Administration of Operoo

With appropriate training the Trips Administrator would be responsible, alongside the EVC, for the following via Operoo:

- Assisting trip leaders with setting up a residential/day trip form via Operoo
- Working alongside the EVC to check all trip related information submitted via Operoo
- Where applicable, launching trips/events on Operoo
- Enabling trips/events via Operoo to enable parents/guardians to respond
- Ensuring Trip staff can access Operoo information offline including medical information
- Assisting admin staff with Operoo related enquires which relate to trips

General

- Ensure school phones are allocated to educational visits and appropriately set up for international trips
- Ensure all educational visits, information evenings, etc are arranged and included on the school calendar
- Book EVC CPD courses as and when appropriate
- Be aware of and support the School's Health & Safety Policy
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection
- Communicate appropriate information to the trip team before departure such as base contacts, medical advice etc.
- Any additional duties, as directed by the EVC which are within the reasonable capability and responsibility of the role holder.

Line management

- The Trips administrator is managed by the EVC.

The Candidate

Applicants should be able to prioritise effectively, manage a varied workload and meet multiple demands and deadlines. They will also need to be able to work under pressure, whilst remaining patient, polite and calm.

The successful candidate will have excellent interpersonal and written & oral communication skills. He/she will have the ability to follow tasks through to completion through strong time management skills and will be a team player who can take direction and work in willing co-operation with staff across a diverse workforce.

The role holder must also have good financial acumen and numeracy and a high level of IT skills (including good proficiency with Excel). The post also requires a flexible approach in terms of work, changes and participation, and therefore the ability to act on one's own initiative, where appropriate.

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Ideally, candidates will have experience of working in a school. Inevitably certain times of the academic year are pressured in the pattern of workload and it is important that the post holder is reliable and maintains a positive attitude.

Term of employment

- **Hours of work: Term time:** 08:00-17:00, Monday-Friday, with one hour for lunch.
School holidays: School holidays: 8:30-15:30 Monday to Friday. Plus a further 2 weeks:
Last Two weeks during the Summer holidays

Due to Educational Visits regularly taking place during school holidays, either the EVC or Trips Administrator must be contactable and available during these visit times to assist, as needed.

- **Holiday Entitlement:** 30 days per annum (Holidays must be taken during the Forest School Holiday dates)
- **Required attendance:** In addition, and as part of the contracted hours, the post holder will be required to attend Open Day, as well as occasional evening events including Educational Visit Information Evenings. Time off in lieu and additional payment will not be made for these days.
- **Responsible to:** Bursar

Signed in Acceptance:	
Print Name:	
Date Signed:	