



KING'S COLLEGE SCHOOL  
WIMBLEDON



TRIPS ADMINISTRATOR





## WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

As you learn more about us, I hope you will discover that King's is a truly wonderful environment in which to teach, work and learn, with pupils who are inquisitive, creative and eager to learn, on a campus which is well-resourced and recently renewed, and alongside other dedicated staff whose expertise, care and commitment lie at the foundation of everything we do.

King's is one of the most successful schools in the world, and our vibrant and caring community is a special place to learn and grow for boys aged 7-18 and girls aged 16-18. With over 1,500 pupils and 400 staff, we are located in one of the most attractive and peaceful parts of London, opposite 1,140 acres of countryside of Wimbledon and Putney Commons and just a short walk from the picturesque Wimbledon Village.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence

within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A\* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to inclusivity, are central to our community, as is the co-curriculum, which enables pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.

The next few years will be a very exciting time for us as we enter the next chapter of the school's strategic development, and as we seek to strengthen our community in preparation for our 200th anniversary in 2029. We hope you consider joining us for this adventure.



Dr Anne Cotton  
Head





## THE ROLE

We are seeking to appoint an educational visits administrator from September 2025. This is an exciting opportunity to support the successful delivery of day trips and residential visits across the school. The successful candidate will be well organised, have excellent communication skills and will work with teaching staff and professional services staff to ensure that educational visits are organised in such a way that they run safely and successfully. The post will involve working closely with all stakeholders within the King's community, including the educational visits coordinators (EVCs) in the junior and senior schools, other staff, pupils and parents as well as outside agencies such as tour operators and activity providers.

Key responsibilities include:

### Educational visits

- Assisting the educational visits coordinators with forward planning and maintaining the calendar of educational visits and trips
- Drafting, approving, and distributing parent communications regarding trips
- Collecting timely responses from parents, including consent forms, medical details, and activity-specific permissions
- Managing the filing and secure storage of trip-related documentation
- Preparing and compiling trip packs for trip leaders
- Supporting trip leaders through the trip approval process via the school's in-house approval system.
- Coordinating information sessions or events related to upcoming visits
- Scheduling and documenting pre-trip briefings between trip leaders, the safeguarding lead, and the medical team
- Assisting trip leaders and EVCs in liaising with travel providers, including booking and confirming arrangements
- Coordinating the collection of external provider forms from external providers
- Collaborating with the accounts department and trip leaders on budgeting and parent billing
- Assisting trip leaders in creating detailed itineraries, including outbound and return travel for exchanges
- Collecting and organising receipts and expenses with trip leaders and the finance department
- Helping to oversee the organisation of trip-related information on the school's SharePoint site in conjunction with the EVCs
- Providing administrative support to the EVCs in updating school policies as necessary
- Supporting the collection of feedback from stakeholders to enhance trip planning processes, including post-trip feedback





## THE ROLE/THE PERSON

### DBS checks for homestays and exchanges:

- Taking responsibility for obtaining and completing DBS checks for relevant personnel participating in homestays and exchanges
- Gathering and organising all necessary documentation for DBS checks and sending regular reminders as required
- Providing regular updates to the EVCs, other senior staff and visit leaders on the progress of DBS checks and flagging any issues to the bursar and director of people at an early stage

### Person specification

#### Essential

- GCSE Level Qualification or equivalent including English and Maths
- Excellent command of written and spoken English
- Excellent IT skills (including Microsoft 365 applications including Outlook, Word, Excel, PowerPoint and Forms) and the ability and willingness to learn other bespoke programs
- Strong interpersonal skills, the ability to form relationships quickly and successfully, excellent judgment and diplomacy when dealing with staff, parents and pupils
- Adaptability and flexibility, with the ability to prioritise effectively, manage a busy workload and

work independently

- A 'can do' attitude and a willingness to take on tasks that arise
- Calmness, proactivity, positivity and the ability to problem-solve under pressure
- Excellent organisational skills
- Confident, effective and assured communication skills, both in written and verbal form
- Ability to build strong relationships quickly and successfully at all levels
- Great attention to detail and accuracy
- A flexible and supportive team player who is willing to do whatever is required
- The ability to manage multiple projects simultaneously.

#### Desirable

- Role specific qualifications or training
- Prior experience of educational visits administration within a secondary school environment
- Experience of a similar role and/or work in an educational environment





## TERMS AND CONDITIONS

### Terms and Conditions

- Start date: 1st September 2025 (with induction before the start of term in late August)
- Salary: Total prorated gross salary of £22,877 per annum (based on FTE at £44,090) plus overtime pay, as required
- 27.5 hours a week, Monday – Friday, 9:00am to 3:00pm with 30 mins unpaid lunch break. Term time only
- On site during term time
- School lunches are provided daily during term-time.
- Contributory professional services pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- Programme of staff health benefits including membership of the King's Sports Club (pool, classes, gym etc)



## HOW TO APPLY

To apply for this role, please register your details online via our website **[www.kcs.org.uk](http://www.kcs.org.uk)** (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to fill an online application form, upload a CV and provide a cover letter.

**Please include a covering letter with your application addressed to Mr Dave Navarro, Bursar**

**CV:** Please use the CV to highlight your skills, knowledge and expertise that match the role details, main duties and responsibilities. Your CV should ideally be a single-sided A4 sheet.

**Cover letter:** Please use the cover letter to explain how your own skills and experiences match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills are transferable to the key requirements, and your relevant life experiences or interests. Your CV should ideally not exceed two sides of A4.

Arrangements will be confirmed prior to interview, and further details provided.

**Closing date: Wednesday 13th August 2025 at 9.00am**

**Interview: Tuesday 19th August 2025**

The interview process is expected to include some or all of the following activities:

- i. one or more interviews
- ii. a written task

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact [recruitment@kcs.org.uk](mailto:recruitment@kcs.org.uk) telephone the HR department, tel. 020 8255 5308 to find out more about the interview process.

**We are happy to reimburse reasonable travel expenses.**

***Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***





## WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, cooperation and trust, there is a “can-do” attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Professional services staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole professional services staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of professional services staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant)
- Contributory professional services staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution

/ 5% employee contribution

- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes
- Free lunch, tea, coffee and other refreshments during term time
- Shuttle buses from Wimbledon station
- Cycle to work scheme
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked
- Invitations to school productions, concerts and events during the year

# WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

**- Mr Dixon**  
**IT Helpdesk Manager**



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

**- Mrs Pearson**  
**HR and Training Officer**



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

**- Mrs Danckwerts**  
**Team Leader - Science Technicians**



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

**- Mr Laska**  
**Porter**





## EDUCATIONAL VISITS AT KING'S

King's is a busy, warm and supportive community that thrives on academic curiosity, a sense of community and the opportunity for pupils to take part in a plethora of activities outside the classroom. There is an extensive programme of educational visits that include academic field trips, theatre visits and art gallery visits, as well as residential trips in the UK and abroad.

Recent residential trips have included: a sixth form expedition to Namibia; sports tours to the UAE, Spain and Portugal; rowing tours to the Head of the Charles regatta in Boston, USA; Geography and Biology field trips in the UK; overseas expeditions to China, Namibia and Japan; exchanges to Thailand, Germany, France and Spain.

Almost all pupils take part in educational visits during the school's world beyond week in June each year, in conjunction with other academic and cocurricular enrichment activities.

The school uses a bespoke software package to facilitate the administration and approval process surrounding educational visits and regular reviews, both internal and external, are undertaken to ensure that the school follows best practice in the area. Regular training is undertaken by visit leaders and staff accompanying residential trips.





## SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Children's Safeguarding Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: <https://www.kcs.org.uk/safeguarding-at-kings>. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with **Keeping Children Safe in Education**)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

**This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.**





## INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There are a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

*King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and professional services staff.*

**If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair assessable interview room or alternative format of assessment papers such as audible, Braille or large print versions.**





## LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.





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