

ST. OLAVE'S GRAMMAR SCHOOL

Founded in 1571



Trips Administrator

Start date: as soon as possible



From The Headteacher

Thank you for your interest in St. Olave's Grammar School.



St. Olave's is a wonderful school where you will find staff who know their pupils well and serve their individual needs, and where there is a strong sense of pride and loyalty throughout the school. We welcome pupils of all faiths and backgrounds, championing dignity and respect for all. This brings diversity and richness, which is a real strength of the school.

There is an emphasis on nurturing young people to have the wisdom, honesty and strength of character to make the right choices and have the very highest aspirations. Our academic results speak for themselves; we are one of the country's most successful voluntary-aided selective schools. This is testament to the talents of our staff and pupils alike.

Academic, sporting, cultural and moral excellence is celebrated and encouraged, within and beyond the classroom. Our co-curricular programme is outstanding; sport, music, drama, DofE, clubs and societies are very strong. We want our pupils to participate fully in the life of the school so they become independent and creative young people who will make their mark in the world. Olavians will be encouraged not to be preoccupied by the fear of failure, but be prepared to give things a go even if there is a risk of not succeeding.

If you are looking for a place to work, then please do come and visit us or explore our website at www.saintolaves.net.

The atmosphere in our School is truly unique – it is a community which is welcoming, caring and inspiring. This is enriched further by the number of Old Olavians who return to school after they leave, offering their support and guidance to our current pupils.

Andrew Rees



www.saintolaves.net

About St. Olave's

If you are looking for a new challenge or you are starting your career, then please do come and visit us or explore our website further. St. Olave's is a thriving Grammar School in Bromley. The atmosphere in our School is truly unique – it is a community which is welcoming, caring and inspiring.

St. Olave's Grammar School is an OFSTED 'Outstanding' forward-looking selective Church of England school where academic standards are very high, rivalling the best schools in the country; our naturally able and inquisitive pupils are a delight to teach.

Set in the leafy suburbs of Orpington, with access to good transport links, St. Olave's is a wonderful school where you will find staff who know their pupils well and serve their individual needs, and where there is a strong sense of pride and loyalty throughout the school.



Excellence is celebrated and encouraged. Though there is an emphasis on academic rigour, the school embraces and supports a wide range of activities outside the classroom. This is underpinned by a strong set of values based on trust, dignity and respect.

If you are looking for a place to work, then please do come and visit us or explore this website further.



We are a Voluntary Aided selective Church of England school which admits 4 forms of entry of boys at age 11, from a wide variety of backgrounds across a broad area of South London, and takes both boys and girls into the Sixth Form.

This is enriched further by the number of Old Olavians who return to school after they leave, offering their support and guidance to our current pupils.



From the Staff

"The pupils are fantastic, and I really enjoy working here. I feel proud to work here. Staff including SLT go above and beyond and really care."

The school prioritises the wellbeing, dignity and morale of its staff and pupils, actively investing in professional development as we very much feel that people make our environment.

Pip
Teacher of English "St. Olave's was my first teaching post after completing my training and now almost ten years on, I'm still here, which is perhaps the easiest way to commend.

St. Olave's is a happy and fulfilling place to work. It has offered me great opportunities for development; I became a Head of Year early in my career and felt nurtured and supported in the role, and learnt a lot as a result.

The students are definitely one of the best things about working at St. Olave's; they are bright, capable, polite and like to rise to a challenge. It is a privilege to teach students with such inquisitive minds and determination to succeed. Teaching both girls and boys in the 6th form is another aspect of working here I really appreciate and enjoy.

Staff are friendly and supportive, and colleagues look out for one another. Many of the teachers with whom I work I now count as good friends."

Max
Teacher of Physical Education "Joining as an ECT was a daunting prospect, but the support has been amazing and really helped me settle into teaching. Weekly mentor meetings are insightful, and colleagues are eager to offer a helping hand through observations, team teaching and discussions. ECT sessions with other ECT's are well-structured and encourage discussions around pedagogy for the unique cohort at St. Olaves.

The students are full of character, eager to learn and there is a real sense of pride between them. Something I have found particularly encouraging are the friendships students have between year groups, which emphasizes the value of community.

I appreciate the extensive co-curricular programme and have been involved in fixtures against other schools and a tour within the UK. I am looking forward to the tours abroad in the future. I have thoroughly enjoyed my first year at St. Olaves – it has been fun and rewarding."

Caroline
Head of Biology "For me, the experience of teaching at St. Olaves has always been characterised by the quality and character of our students, and the supportive and creative learning environment within which I work.

Our students really do love to learn. Even when they try to disguise it, their curiosity and their hunger for understanding shines through, and because they are essentially very motivated and focused, we as teachers have the freedom to really teach and to convey the passion we have for our subject. Our students are both interesting as individuals and interested, often driving the learning environment with their own questions and ideas, which are sometime quirky and original, but which are nearly always thought-provoking!

The staff at St. Olave's are an incredibly supportive community. Being a relatively small school, we know our students well and are able to identify problems early, sharing ideas and strategies for effective resolution of issues. I have also always valued the fact that, in our teaching, we are free to follow our own creative instincts while still working within a curriculum plan that is carefully thought through."

From the Students

"I have many fond memories from St. Olave's that will stay with me throughout my life."

"I applaud the strong culture in St. Olave's that promotes the school ethos effectively."

Year 12

"Wellbeing, supporting and discussing future beyond school, helping engage and form interest in subjects beyond the curriculum, wide range of clubs and societies available, lots of opportunities for leadership roles, amazing teaching and lessons."

Year 7

"I like the competition and that teachers don't limit us but push us to achieve the best we can (without an overwhelming amount of pressure). Also, I love the fact that there are so many activities outside lessons - we are spoiled for choice."

Year 11

"Exceptional academic excellence is commonplace and high expectations and standards are maintained through the brilliant staff at school. The school boasts a huge number of societies and extra-co-curricular opportunities which I personally am heavily involved with."

Year 13

"Olave's is a home away from home, from seeing friends every day to studying in lessons with such passionate teachers. It feels like everything I am provided with will give me the best head start in life possible. Extra-curricular activities are so varied and provide us with the platform to grow our interests in subjects we are passionate about."



Year 13

"I know that I can go into the real world and be confident about what I can achieve."

Year 10

"The teaching and the wellbeing system is outstanding and makes me proud to call myself an Olavian. The teachers are great - supportive and passionate. I have really enjoyed playing hockey for the school and participating in the F1 in Schools competition."



Staff wellbeing and development

"The school is committed to a healthy work life balance during term time."

For all teaching and support staff, a balanced annual programme of professional development is essential to support personal professional development and aspirations and support first-rate pastoral care, academic excellence and development of the Olavian Community.

Professional development takes many forms, including:

1. Whole staff sessions held in person in school
2. Whole staff sessions held remotely via Teams
3. Departmental training
4. Peer-to-peer and Line management lesson observation in-school, plus developmental feedback and professional dialogue.
5. Visiting other schools and/or being part of an inter-school peer - to - peer network
6. Cross-phase school or university visits which inform teaching and learning practices
7. Engagement in multi-part in-person or online courses which take place over time
8. Support for National Professional Qualifications and post-graduate courses
9. Participation in real-time webinars or on-demand training courses (for instance as available via The National College subscription)
10. PD may be led by school staff, led by external providers or self-directed
11. Staff may express an interest in leading a PD session and access additional non-contact time for preparation
12. An Outstanding Teachers' Programme and Middle Leadership Development Programme

The School also is committed to a healthy work life balance during term time, including:

1. Non-contact time is above the Government recommended allowance
2. Number of data-drops have reduced to ensure input of data is manageable
3. Investment in IT both with regards to interactive boards within classrooms but also the laptops and iPads for staff
4. Regular reviews of assessment and marking policies so marking of students' work remains manageable
5. Availability of School Counsellor for staff
6. Free tea and coffee which is also served at break (sandwiches prior to Parent's evening)
7. One unpaid wellbeing day per academic year
8. Email protocols so staff are rarely emailed during evenings or weekends
9. Investments in classrooms, building and grounds
10. A wellbeing dog, which staff can walk during school day
11. Regular staff consultation meetings so staff can raise questions, suggest innovations and be part of whole school decision making.

Teaching and learning

“The school is committed to a healthy work life balance during term time”

The curriculum is everything that happens in the school which helps students learn and develop knowledge, understanding, skills, values and attitudes. Learning takes place in the classroom and also, for example, through games, assemblies, theatrical and musical productions, residential courses, educational visits and community work.

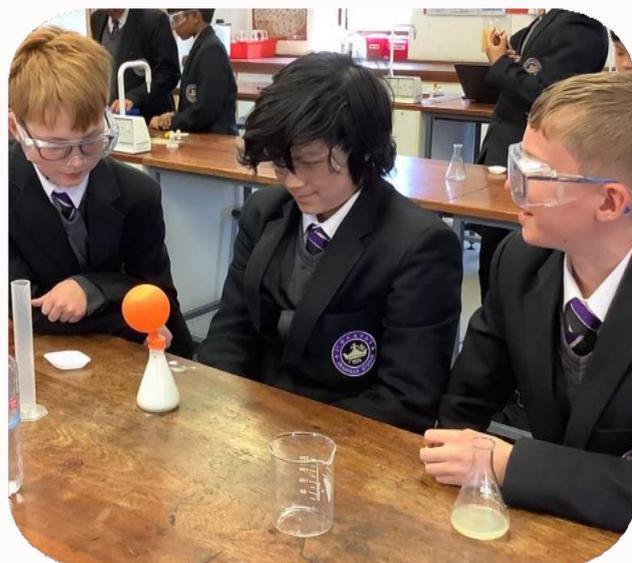
The curriculum at St. Olave's is predicated on the prioritisation of engagement, challenge and enrichment, and is influenced strongly by the school's unique ethos with a strong focus on scholarship and on students developing a real sense of intellectual curiosity.

The fostering of each of the ten Olavian characteristics is a key goal of our curriculum. This policy is organised by considering the intent of the curriculum, its implementation and how its impact is assessed.



of any barriers or challenges they may face, to cultivate and realise the highest aspirations for their futures within and beyond the school, and to embrace skills and knowledge which go above and beyond that which is usually anticipated or required at any given key stage.

Our curriculum is carefully sequenced to ensure that pupils can access new learning from a solid basis of prior learning, that learning is systematically revisited to ensure that key ideas are firmly embedded in the memory, and to enable secure and steady progress as pupils develop in age and ability.



The broad and ambitious curriculum that St. Olave's offers for all pupils prioritises engagement, challenge and enrichment.

It seeks to promote a profound and abiding sense of joy in learning, both to enrich the individual and to ensure that they, in turn, might enrich the wider world by sharing their gifts.

All of our pupils are highly able and through our curriculum, we seek to empower all, irrespective



Pastoral Care

We want our students to be happy and successful at school and leave St. Olave's as caring, self-disciplined, independent young adults with an appreciation of moral and social responsibility and the skills necessary to play a full and positive role in society.

Our extensive Relationships, Sex and Health Education (RSHE) programme fulfils an important function in giving students an understanding of their moral role in the School and in the wider world, while our Home-School Agreement sets out the respective responsibilities of the School, parents and pupils.

The Form Tutors work as a team with the Head of Year, setting the tone for behaviour and standards, and together they monitor closely each student's academic progress. The Head of Year will support the Tutors in implementing the highest level of care and will become involved at those times when a student requires additional guidance.



For students going through difficulties, we also have an on-site Wellbeing Practitioner and a Bromley Y Wellbeing Practitioner.

All of our pupils are highly able and through our curriculum, we seek to empower all, irrespective of any barriers or challenges they may face, to cultivate and realise the highest aspirations for their futures within and beyond the school, and to embrace skills and knowledge which go above and beyond that which is usually anticipated or required at any given key stage.

Our curriculum is carefully sequenced to ensure that pupils can access new learning from a solid basis of prior learning, that learning is systematically revisited to ensure that key ideas are firmly embedded in the memory, and to enable secure and steady progress as pupils develop in age and ability.



Co-Curricular

We are proud to offer a wide variety of Co-Curricular Clubs, Societies.

Co-Curricular activities are available for students to build on existing talents whilst developing new skills and interests here at St. Olave's with a vast range of opportunities, often jointly led by senior students that take place during the school week, on weekends and during the school holiday periods. Student led events, such as our annual Cultural evening and Black History Month Show, embrace the diversity and richness of our school.



JOB DESCRIPTION

MAIN PURPOSE

To provide administrative support to the EVC and Trip leader from managing initial communications with parents, to finalising the trips' financial account to enable flawless execution of all curriculum and non-curriculum trips and events (including DofE).

RESPONSIBILITIES

- With support from EVC, ensure all Trips are managed end to end through Evolve system
- Assist Trip Leader in pricing of the trip to ensure it's accurate, reflects value for money and includes all overhead elements
- Ensure all necessary documentation has been loaded to Evolve (Risk Assessment, VC list, letters etc)
- Review Trip letters with EVC and send to parents in Evolve
- Use of ParentPay and Pebble financial systems to post trip offers and oversee finances for trips
- Responsible for tracking deposits and payments from parents and following up if required
- Obtaining written quotes and confirmation of bookings for travel
- Liaising with Trip Leader and EVC if there are not enough students willing to go on Trip to cover the costs to enable timely decision making
- Liaison with staff responsible for pupil premium, pastoral care, medical requirements
- Verify Duke of Edinburgh Awards on the DofE system
- Ensure timely payment of all invoices
- Organise the payment plan for parents requiring financial assistance
- End to end management of Insurance claims if required
- Attend professional development seminars (online or in person) to keep abreast of developments in educational visits

Personal Qualities, Skills & Experience

Our **ideal** candidate will have the following personal qualities & skills:

- Well qualified with good qualifications in Maths and English at GCSE /O'Level
- Working knowledge of ParentPay (or similar parent pay system), and Evolve
- A confident communicator
- Approachable and supportive
- Able to work under pressure
- Able to prioritise tasks effectively
- Efficient and highly organised
- Able to apply initiative and work under minimal supervision
- Able to think creatively and have a 'can do' approach
- Able to liaise well with different stakeholders including pupils, teachers, parents, support staff, travel operators
- Confident in the use of ICT software including Word, Excel, Office 365

Our **ideal** candidate will have the following experience:

- Organising events, activities or trips with conflicting deadlines and demands
- Experience of an educational environment
- Experience of having worked in an administrative role
- Experience of having engaged with external agencies
- Experience of having implemented or designed efficient administrative systems

OTHER (finance, resources, performance management, staff supervision)

- Fully and positively participate in the school's performance appraisal scheme in order to develop and enhance personal and service performance.
- Undertake any other reasonable duties requested/assigned as required by SLT or Line Manager, especially with regards to the school's finance function.
- Follow the school's policies and procedures at all times.

EQUALITIES

Implementation of the school's equal opportunities policies and its statutory responsibility with regard to other individuals and service delivery.

Information about this role

We are seeking to appoint a Trips Administrator to provide administrative support to the EVC and Trip leader from managing initial communications with parents, to finalising the trips' financial account to enable flawless execution of all curriculum and non-curriculum trips and events (including DofE).

Reporting line and Remuneration

Reporting to:

Educational Visits Co-ordinator

Salary:

NJC Outer London Weighting Scale 4 (point 6 – 10), full-time equivalent £28,929 – £30,630. Part-time 66.88%, actual pro rata salary £19,346- £20,484.

Working Time:

28 Hours per week, Term Time only

Location:

St. Olave's Grammar School, Goddington Lane, BR6 9SH.

How to apply

Closing Date

9.00 a.m. on Wednesday 23 April 2025

How to apply

To submit an application form for this position, please click on 'Apply now' in the TES advert to upload a form pre-filled from My CV. Please contact ttaylor@saintolaves.net if you have any problems submitting this form.

Enquiries

Should you have any enquiries, please contact Mrs Taylor, the Headteacher's P.A. at ttaylor@saintolaves.net

Interviews

Interviews will take place as soon as possible after the closing date but suitable candidates may be interviewed before the closing date and St. Olave's Grammar School reserves the right to withdraw the position if an early appointment is made.



Safeguarding and Child Protection Policy

We are committed to the safeguarding of children and all appointments will be subject to an Enhanced Disclosure and Barring Service check.

Safeguarding

St. Olave's Grammar School is committed to safeguarding and promoting the welfare and safety of all students and expects all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

Online searches may be performed as part of due diligence checks for shortlisted candidates.

Equalities

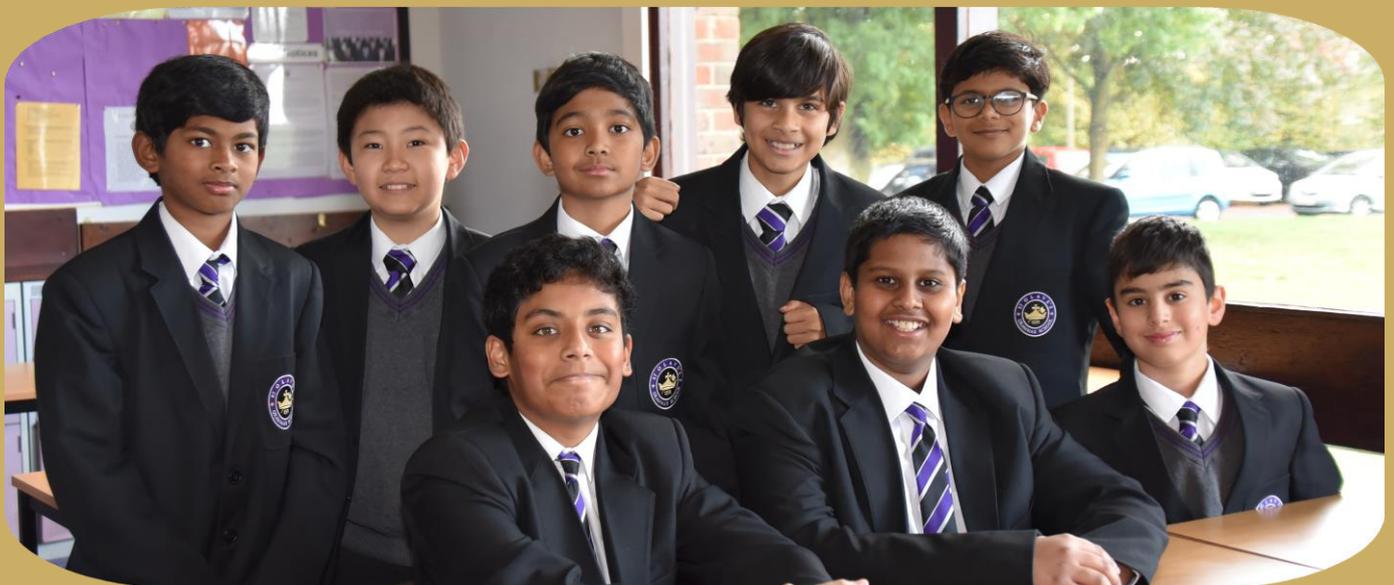
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Privacy Notice

The St. Olave's Grammar School Job Applicant Privacy Notice (available via www.saintolaves.net) sets out what personal data we the School, hold about you and how we collect and use it during and after the recruitment process. It applies to anyone who is applying to work for us, whether as an employee, worker, contractor, consultant, volunteer, governor, apprentice (together referred to as 'Job Applicant' or 'you').

Child Protection

Policies relating to all aspects of the school, including Child Protection can be found at www.saintolaves.net



ST. OLAVE'S GRAMMAR SCHOOL

Goddington Lane, Orpington, Kent, BR6 9SH

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www.saintolaves.net



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