



MESSAGE FROM THE CEO / HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

Our Vision

At the heart of the Trust’s vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to meet Ofsted ‘Outstanding’ criteria and, with our support, robustly meet ‘Good’ Ofsted criteria.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Headteacher of
Altrincham College

ROLE OVERVIEW

School Trips Coordinator and Admin Assistant

CONTRACT TERM:

Permanent

HOURS:

Term time plus 1 week.

Full time – 36.25 hours per week.

Some flexibility in working hours may be considered.

PAY SCALE:

NJC Band 4 Points 12-17

(Actual Salary £23,835 - £25,855)

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

September 2025

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website - [Altrincham College](#) where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Wednesday 2 July 2025 at 12pm

INTERVIEW DATE:

w/c 7 July 2025

We have an exciting new opportunity for an Admin Assistant to join our fantastic team at Altrincham College.

We are looking for a proactive and detail-oriented School Trips Coordinator and Admin Assistant to manage the coordination of all school trips and fixtures and provide essential support to our existing Admin Team. You will be working with teachers to understand the requirements of Altrincham College's educational visits and to coordinate the administration of these trips. You will also be responsible for coordinating written communications sent home from the Admin Team as well as being required to carry out other Admin duties as and when required.

The ideal candidate will have experience in an administrative role, will have excellent written and verbal communication skills and the ability to work effectively as a team player within a busy office environment.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: School Trip Coordinator and Admin Assistant

JOB PURPOSE: The main purpose of this post is to work with teachers to understand the requirements of a trip/educational visit, the costing and booking of the trip, producing letters for parents, securing consent for students to attend and chasing outstanding trip money.

The post will also be responsible for coordinating written communications sent home to parents/carers as directed by the Admin Team Leader and other relevant school staff.

ACCOUNTABLE TO: Admin Team Leader

SCALE: NJC Band 4 Points 12-17

Duties and Responsibilities:

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

School Trip Duties

- To be responsible for the administration of all residentials, day trips and fixtures.
- Coordinate with trip leaders, the Trust Finance Team and the school's Educational Visit Coordinator to ensure school trips run smoothly and comply with requirements.
- To assist trip leaders with the organisation of school trips, making bookings with travel agents and arranging transport, venues and accommodation as required.
- To ensure that school trips are accurately costed and remain cost effective for both parents/carers and the school.
- To work in partnership with the Trust Finance Team to ensure invoices are paid in a timely manner once payments from students are received.
- To monitor income and expenditure to ensure each trip remains within budget.
- To draft and issue parental communications regarding trips in liaison with the trip leader, responding to queries raised.
- To track and collate parental payments and consent, following up on outstanding payments and setting up payment plans where required.
- To keep up-to-date with school trip best practice and legislation, ensuring adherence to health and safety and safeguarding requirements.
- Provide reports on trip finances and participation to SLT and Governors.
- To become confident and familiar with the school's administrative systems for effective communication within the school.

Administration Duties

- Coordinate school communications by sending out parent/carer letters, emails and other notices as required.
- Perform general administration tasks such supporting with the school's Reception areas, filing and photocopying.

- Manage manual computerised records, ensuring accuracy in information systems.
- Complete any additional tasks as assigned by the Admin Team Leader or Senior Leadership Team.
- Providing support with the organisation of school events.
- Ad-hoc support other administrative departments as and when required throughout the year.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of the Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

SCHOOL TRIP COORDINATOR AND ADMIN ASSISTANT

PERSON SPECIFICATION

<i>MINIMUM ESSENTIAL REQUIREMENTS</i>	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
Good standard of general education.	A/C/I	Essential
2. Experience		
Two to three years' experience in a similar admin role.	A/I	Desirable
Experience of working in a finance-related role using financial software	A/I	Desirable
ICT literate – good keyboard skills, accurate typing, use of variety of ICT packages.	A/I	Essential
Experience of working as part of a team.	A/I	Essential
Experience of communicating, on a regular basis, by telephone, e-mail and in person with a range of people.	A/I	Essential
Experience of working in a school office.	A/I	Desirable
3. Knowledge		
Knowledge of administrative procedures, including relevant ICT packages and systems.	A/I	Essential
Knowledge of financial processes and systems	A/I	Desirable
Knowledge of schools databases i.e. SIMs.	A/I	Desirable
First Aid Qualification / Experience.	A/I	Desirable
4. Skills & Abilities		
Excellent communication skills both written and verbal.	A/I	Essential
Self-motivated with proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential
Ability to manage multiple tasks and work to deadlines	A/I	Essential
Willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Highly organised individual who pays good attention to detail and accuracy.	A/I	Essential

Understand the need for confidentiality.	A/I	Essential
Patience and a flexible approach to work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work.	A/I	Essential
5. Attitude and Approach		
Smart, professional appearance.	A/I	Essential
Enthusiasm, energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

A = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of Greater Manchester Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the position by September 2025.
- ❖ The position will be based at Altrincham College.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by 12:00 midday on Wednesday 2 July 2025. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive for our positions, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.