The Royal Alexandra and Albert School
Co-Curricular, Trips and Boarding Administrator Job Description

---

Job Title:	Co-Curricular, Trips and Boarding Administrator
Contract type:	Permanent
Hours:	09:00 - 17:00, Monday to Friday with a 30 mins unpaid lunch break. This is a term-time only, 37.5 hours per week, 38 weeks per year (term-time + 3 weeks during holidays - days to be agreed) plus 2 INSET Days
Reporting to:	Co-Curricular and Trips Lead
Salary:	£23,674.88 (actual) equating to a full-time equivalent of £30,265.87 per annum

The Role

To provide comprehensive administrative support across three key areas of school life: the Co-Curricular Programme, School Trips, and Boarding. This role is central to ensuring the smooth coordination of academic and operational functions at the school.

The Co-Curricular Administrator oversees various activities, including music, equestrian, sports and the performing arts, ensuring they are effectively integrated into the school's weekly timetable. This includes managing schedules, minimising conflicts, and coordinating with students, parents, staff and external providers. The role also involves assisting with organising events such as concerts and sports fixtures, managing room and facility bookings, and serving as a key point of contact for parents - providing clear and timely communications regarding all co-curricular activities. The role will offer administrative support to provide trips to the school and the instrumental music programme.

In addition, the role supports the boarding houses' administrative operations, working closely with the Director of Boarding to ensure a professional and welcoming environment. This includes reception duties, leave management, transport coordination, and student welfare-related administration. The postholder is vital in maintaining the well-being, organisation, and communication systems for boarding students, staff, and families.

Key Responsibilities

Co-Curricular Administration

- Support the Co-Curricular & Trips Lead with the organisation and administration of the co-curricular programme, including liaising with the Finance Department to manage budgets and payments. Assist

in the creation of termly booklets, posters, and updates for the website to share with parents and students.

- Help plan and organise school trips by coordinating with trip leaders, managing logistics, and maintaining a 12-month rolling trip schedule. Update trip summaries for parents and work with the Director of Operations to identify any clashes with the school diary or lesson schedules.
- Assist with the administration of Duke of Edinburgh (DofE) and Army Cadet Force (ACF) programmes. Maintain a vetted list of preferred tour providers, ensuring all necessary compliance checks are completed.
- Support with risk assessment preparation, budget planning, parent communications, and administrative tasks such as booking transport, completing forms, and tracking paperwork. Keep the school website updated with trip details and coordinate mobile phone allocations for trips, in line with communication policies.
- Gather and manage post-trip feedback and support trip evaluation. Also responsible for administrative tasks related to instrumental music and for attending and minuting key meetings, including Whole School Planning, Sports, and Music Department meetings.
- Provides executive and administrative support to senior staff, including managing calendars, meetings, and cover arrangements. Oversees the entire co-curricular programme, acting as the main contact for clubs and activities, managing the activities system, coordinating termly brochures and communications to parents, and handling club sign-ups and allocation.
- Liaises with system providers to implement improvements, updates activity-related communications and documents, and responds to parent and student queries. Arranges staff cover for clubs, manages room bookings, monitors participation, and organises club statistics and rewards.
- Handles recruitment, onboarding, and payroll processing for external activity instructors, and tracks staff co-curricular hours. Supports trip planning and logistics, including Explore Week, trip brochures, letters, payment scheduling, and liaising with internal and external stakeholders.
- Manages compliance records such as risk assessments and insurance, ensures smooth operation of all activity-related systems, and updates noticeboards and staff information. Assists with charity events and fundraising initiatives, supervises a Co-Curricular Administrator, and collaborates with other admin teams for cover and support.

Boarding House Administration

- Manages incoming calls and directs enquiries, maintains house diaries, and provides administrative support to the Director and Deputy Director of Boarding. Keeps student records, forms, and lists up to date, and coordinates transport logistics with admin and boarding teams.
- Organises documentation for student outings and events and helps design invitations and posters for boarding activities. Acts as a key point of contact for boarders and parents, handling queries with professionalism and care. Prepares and sends the weekly Boarding Update, uploads to Staff Comms, and manages relevant data on Reach.
- Manages recruitment processes, including vacancy approvals, advertising, application tracking, interview coordination, and candidate onboarding. Processes boarding staff overtime and maintains accurate records for payroll. Prepares letters related to behaviour (WOBP/WOFBP), updates systems (Go 4 Schools and SIMS), and manages reintegration meeting documentation.

- Attends and minutes key meetings such as Heads of House and Student Council, creating supporting materials as needed. Oversees the Flexi-boarding system, including bookings, blocked dates, and coordination with the Fees team. Coordinates CPD bookings and communicates with staff accordingly.
- Updates internal and external communications, including newsletters, Parent/Staff Comms, and the Staff Portal. Supports co-curricular initiatives such as the Gatton Cup, prepares related reports, and helps organise events. Assists with parent engagement events and compiles data and statistics for leadership reporting.

General Administration and Resources

- Maintain school supplies and manage stationery, book orders, and end-of-term prizes.
- Renew relevant licences and memberships (e.g., TV Licence, PSHE Association).
- Assist with additional administrative tasks as required by the school.
- Carry out other duties as directed by the Head, Head of Boarding, or Co-Curricular & Trips Lead.

These tasks serve to indicate the range of duties and level of responsibilities involved but they are not exhaustive.

Other

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality, reporting all concerns to an appropriate person.
- To contribute to the overall ethos and aims of the School.
- The postholder will demonstrate a commitment to maintaining confidentiality, promoting the ethos of the school and upholding the key values of Ambition, Courage, Integrity and Respect in all aspects of the role. These are the foundation upon which (a) we conduct our work and (b) conduct ourselves both internally and externally with stakeholders. All employees are expected to demonstrate these values in their interactions with others and through their day-to-day responsibilities.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post if successful, including an Enhanced DBS check. Staff must be aware of and comply with policies and procedures relating to child protection, health and safety regulations, security and confidentiality, reporting all concerns as appropriate. This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.