



JOB DESCRIPTION – 2023

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| Job Title: | Educational Visits Administrator |
| Reports to: | Senior Assistant Head: Partnership and Co-Curricular (Educational Visits Coordinator) |
| Department: | Co-curricular |
| Hours per week: | 24 hours per week, term time only 50% blended remote and office working. |

Key Working Relationships

Senior Assistant Head: Partnership and Co-curricular
Teaching Staff
School Office
Bursar's PA

Job Summary

The Educational Visits Administrator will manage the administration of all school trips and visits, working closely with the trip leaders and external agencies, ensuring they are organised in line with School's policy.

The Educational Visits Administrator will be trained to the same level as the EVC and will be expected to complete annual training with other EVCs in the region to ensure systems and processes are in line with best practice.

Duties and Responsibilities

- Liaise with the EVC for approval of educational visits.
- To undergo training and updates to the level of EVC in order to deputise for the EVC when required.
- Check costs provided by the Visit Leader in proposals and prepare a visit budget for approval by the EVC and bursary.
- Support staff with arrangements for coach and minibus quotes, as well as access to Leighton Park by hired vehicles.
- Provide administrative support, to include letters to parents via School Post, photocopying, filing, email and answering routine correspondence from staff, students, parents and outside agencies.
- To inform the bursary of student billing in liaison with the Visit Leader so accurate finance information can be tracked from visit to parent payment.
- Liaise with all Visit Leaders and the Weekend Boarding Activities Coordinator in setting final sign-up dates, accurate attendee lists with emergency contacts/medical details and monitor student participation/evaluations.
- Deputise for the EVC at meetings when necessary. Minuting any such meetings so that EVC can be fully informed.

- Ensure invoices needing payment are correctly processed through our system and these are allocated to correct budget holders.
- Prepare visit packs, including medical and pastoral information taken from the Director of Medical Services and DSL, and ensure the SLT Emergency contact is given the visit pack before the trip departs.
- Ensure input of visit information is accurate onto EVOLVE by the Visit Leader including the uploading of the correct risk assessments appropriate to the visit.
- Complete and submit statutory and other data to the Leadership Team and the Governing Body on reporting cycle and work with the EVC to update the Educational Trips and Visits Policy.
- Liaise with the EVC, Health and Safety Advisor and DofE/Outdoor Education Manager by holding relevant meetings for advice, support and relevant guidance update.
- With the EVC, deliver visit related training to staff as part of onboarding and CPD.
- Be available to respond to queries in emergencies out of hours through LP mobile phone when requested.

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

It is a business requirement of the School that the postholder in School for five days per week.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in

accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.