



Job Description: Calendar and Educational Visits Manager

Salary:	Local Government Grade 6 (SCP Points 15 to 20)
Responsible to:	Assistant Headteacher i/c Data
Hours per week:	37 hours per week
Weeks per year:	40 weeks annually (term time, plus Inset, plus one week)

Role:

The *Calendar and Educational Visits Manager* will have day-to-day oversight of the management of the School calendar and all educational off-site visits. Under the direction of the Assistant Headteacher (also EVC) they will have responsibility for:

- ensuring that all school visits are organised and resourced in line with advice and School policies, through effective liaison with teaching and support staff;
- ensuring that all school events are organised with consideration for existing events and are entered into the School calendar.

The Calendar and Educational Visits Manager will:

Responsibilities:

- Liaise with the Assistant Headteacher (EVC) to ensure educational trips meet the School's requirements.
- Oversee the preparation procedures for all educational visits, advising the Visit Leader as required, making staff aware of the detail of all proposed visits.
- Assist the Assistant Headteacher (EVC) with responsibility for the policy and procedure of all educational trips.
- Keep up-to-date with all legislation and best practice advice on the running of educational visits and ensure that all activities meet legal requirements and liaise with the Assistant Headteacher (EVC) where best practice guidance goes beyond these requirements.
- Ensure all necessary documentation is legally compliant and that details of higher risk and residential visits are checked with the appropriate approval organisation.
- Continue to develop and embed improvements to our current system and put forward proposals to ensure best use of technology to our advantage, to reduce paperwork and improve our data security.
- Assist with DBS checks on all volunteer trip helpers in liaison with the Headmaster's PA responsible for HR.
- Assist with DBS checks and records for all volunteer 'host family' members for overseas students (MFL exchange trips) and sports tours.
- Ensure Health and Safety procedures, including Risk Assessments and Emergency Procedures are rigorously formulated and applied.
- Work closely with the Visit Leader and the Finance Office to agree the financial, insurance and other relevant arrangements of the trip.

- Ensure adequate coach hire/minibus bookings are made as necessary.
- Liaise with colleagues responsible for minibus administration/maintenance to ensure school owned minibuses are fit for purpose and ensure drivers are up-to-date with training/tests and medicals, as essential, prior to each trip going out.
- Ensure appropriate training is available to staff involved in the running of trips and events, especially for those involved in designated tasks such as Visit Leader.
- Monitor the availability of general first aid kits.
- Collate and record parental consents:
 - Work with the Pupil Data Officer to ensure that all pupils have completed a Single Consent Form which will cover the vast majority of educational visits.
 - For high risk and overseas visits, assist the Trip Leader with the design and collation of consent forms using Evolve or other systems.
- Advise the EVC in the assessment of the competence of Visit Leaders and other staff accompanying a trip, and monitor Visit Leader planning, assisting where necessary;
- Ensure School mobile 'phones are allocated to each visit where required (liaise with Trip Leader) and they are fully charged and have sufficient credit in an emergency;
- Liaise with the Assistant Headteacher (EVC) and Senior Management Team to ensure the delegation of a point of contact for the duration of the trip;
- Produce an information pack for each visit in advance of the participating group departing – the contents and extent of this pack will depend on the nature of the trip (not required for sports fixtures);
- Keep records of all trips including reports of incidents, accidents, or 'near misses'- feedback to the EVC as appropriate;
- Assist Finance with any requirements needed to process insurance claims relative to trips;
- Ensure evaluation of trips takes place.
- General Administrative Support.

Managing the School Calendar

- Be the first point of contact for all matters relating to the School Calendar.
- Assess Calendar requests to ensure that there are no major clashes (dates, timings and venues).
- Ensure that each request is approved by the appropriate colleagues; chase up colleagues who have not approved calendar events.
- Advise colleagues on suitable times for events to take place and clarify issues surrounding cover and venues use to ensure that other support staff are informed of requirements.
- Add events to the School Calendar, or just check that details are entered correctly (and chase up staff if required).
- Arrange meetings of relevant staff to ensure that the efficient planning of the calendar for future years (including ensuring that the spread of events during the school year is reasonable).
- Enter Whole School events into the School Calendar based on the agreed outcomes of planning meetings.

Liaising with:

Assistant Head (EVC), Finance Manager, Pupil Data Manager, teaching staff (trip leaders), other non-teaching staff, pupils, parents and staff from other schools and organisations.

Professional Development:

- Undertake training as agreed with SMT Line Manager
- Participate in the Performance Review Cycle

Additional Duties:

- Know and implement school policies
- Maintain the confidentiality of all records relating to pupils, in line with the latest requirements of the Data Protection Act and the Freedom of Information Act
- Contribute to the School's ethos by helping to maintain good order, appearance and discipline of all students
- Undertake other tasks as reasonably requested.

Supervisory Responsibility

None.

Supervision Received

Responsible to the Assistant Headteacher i/c Data.

Special Conditions

At peak times of the year, more than 37 hours may be required. By prior agreement with the Headmaster, some flexibility to work less hours at quieter times can be arranged, in lieu.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations and additional tasks are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

July 2022



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The post holder will be someone of intellect and integrity, able to command the respect of pupils and colleagues.

	Essential	Desirable
QUALIFICATIONS		
A good working knowledge of Microsoft Office	•	
GCSE or equivalent Grade C or above in English language and mathematics	•	
Educated to degree level		•
Knowledge of the Schools Information Management System (SIMS)		•
KNOWLEDGE AND SKILLS		
The ability to work independently and as part of a team	•	
A basic understanding of the organisation of a secondary school		•
A basic understanding of the legislation and guidance surrounding school visits		•
The ability to work on one's own initiative whilst recognising when to refer issues elsewhere	•	
The ability to work as part of a team and work successfully with others to achieve shared goals	•	
Ability to prioritise.	•	
Ability to proofread and check for errors	•	
EXPERIENCE		
Experience of working in a School or with young people		•
Experience of working in an administrative role	•	
PERSONAL QUALITIES		
Good organisational skills	•	
Good communication skills	•	
Good interpersonal skills		•
Ability to relate well to pupils, staff and parents.	•	
Effective ICT skills	•	
Commitment to inclusion	•	
Calm and helpful demeanour	•	