

Post: School Administrator – Trips, Outdoor education and parental comms

Line Manager: Assistant Head

Start date: ASAP

Purpose of Job

This is a varied and rewarding role, providing administrative and coordination support for all educational visits, including both residential and day trips, as well as outdoor education activities. The postholder will also support parental communications across the Senior School and provide administrative assistance for a range of events. The role involves working closely with colleagues, pupils and families across all age groups, alongside a wide variety of external partners and organisations.

Duties and Responsibilities

Educational Visits planning, record-keeping and implementation

- Work with the EVC and Outdoor Education Adviser to update Educational Visit policy documents and procedures in agreement with appropriate member of the Senior Leadership Team to ensure they meet changes in systems, National Guidance or legislative requirements e.g. GDPR/KCSIE
- Provide administrative support to staff who are planning or leading a day or residential visit, including documentation creation & collation, accommodation & transport booking
- Support trip leaders with the trip approval process, and carry out initial checks on trips proposed for approval
- Support trip leaders with the full scope of parental communications, including essential documentation, code of conduct and guidance sign off, visa and vaccination needs for international trips
- Liaise with external agencies to get quotes for travel and accommodation options alongside Visit Leaders, (travel agents, airlines, ferries, rail companies etc)
- Carry out administrative checks on external providers to ensure they hold the relevant quality badges and accreditation/insurance
- Build relations with external organisations to obtain best service possible and value for money;
- Main record of pupils who have missed out on oversubscribed trips across year groups and ensure fair distribution
- Collate a rolling annual list of proposed and confirmed trips, publishing sufficiently far in advance to assist parental planning
- Maintain year-on-year records of all day and residential trips
- Collate trip data for Governors' Reports and school record
- Ensure EVC and Coverdep and are aware of staffing requirements for all trips
- Work alongside trip leaders to ensure documentation for each pupil/staff member/trip is correct (passports, insurance, European Health Insurance Card, visas etc)
- Update and issue annual Emergency Contact Card to all relevant staff including Reception, Nurses, Bursary
- Liaise with SLT to provide base contacts for residential trips
- Liaise with Nurses to ensure relevant medical information and equipment is provided
- Ensure school phones are allocated to educational visits and appropriately set up for international trips
- Ensure all educational visits are arranged and included on the school calendar
- Communicate appropriate information to the trip team before departure such as base contacts, medical advice etc

Outdoor education administration

- Provide administrative support to Head of Outdoor Education in support of the annual programme of outdoor activities and DofE
- Working in liaison with the DofE leads and other colleagues involved in outdoor provision

Parental Communications System Administration (currently My School Portal)

- Act as main point of contact for queries related to parental comms within MSP
- Setting up trips profile and management processes on MSP
- Providing basic guidance to colleagues new to trips management in MSP
- Supporting trip leaders in creating the communications on MSP regarding administrative aspects of the trip collating information from parents and pupils
- Creation of forms on MSP to gather important information about trip participants, for example passport copies, GHIC cards
- Ensuring trip leaders can access trip information from MSP, including sign-up, form responses etc.
- Assisting colleagues with MSP related enquiries which relate to trips
- Actively working with colleagues to develop the effective use of MSP for wider parental communications
- Creation of workflow guidance for processes within MSP related to trips, events and parental communications

General/other

- Managing the annual vaccination programme for pupils and staff in liaison with the Medical centre
- Provide support and cover for reception and student helpdesk when required
- Assisting the administrative team with any duties when required including providing absence cover
- Support, promote and act within the School's Safeguarding Policy and Code of Conduct
- Support, promote and act within the School's policies and practices about Data Protection.
- Any other task or activity as reasonably requested by management

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

There are certain **essential criteria** that we would expect a candidate to possess.

Previous experience working within a busy administrative environment as a personal assistant or group administrator
Strong written and oral communication skills
Excellent IT skills with good knowledge of Microsoft Office suite

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Experience of working in a school
Ability to multi-task and manage your own priorities and workload
A sense of humour and an optimistic, resilient style when faced with pressure
The ability to develop good working relationships with all members of the School community
A team player who can take direction and work in willing co-operation with staff across a diverse workforce
A well organised and resourceful approach to their work and have the ability to meet deadlines
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
Be able to communicate well with children and young people and in particular be prepared to demonstrate: • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people

Hours and Benefits

Working hours	Monday to Friday, 8.00am to 4.30pm with half an hour for unpaid lunch break (40 hours per week) for 37 weeks per year, which is term time plus a number of additional weeks working during school holidays to a schedule agreed. Opportunity for hybrid working, to be discussed at interview.
Salary	The salary will be determined by the Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff into a “Defined Contribution” pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Holidays	Paid holiday entitlement is 20 working days per annum, in addition to Bank Holidays pro-rata. Increasing to 22 working days per annum after 2 years’ service and then increasing by one working day per additional years’ service until it reaches a maximum of 25 working days. Holidays are not normally taken during term time.
Lunch	School lunch is provided during term time.
Education	At present the School’s policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
Car Parking	No car parking is provided during term time.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships. We are committed to increasing the diversity of our staff body and particularly welcome applicants from minority groups who are currently under-represented in our staffing community.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an ‘Apply now’ button which will take you into the online application process.

The closing date for applications is 11 October 2026

Interviews are planned for Monday 19 October 2026

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as ‘spent’ must be declared when applying. The applicant may post such a declaration in an envelope marked ‘Private & confidential for the Headmaster’ which will only be opened should the candidate be shortlisted. Full pre-employment safeguarding checks will be undertaken for the successful applicant, this includes an enhanced DBS (Disclosure and Barring Service) and a barred list check.