



stephen perse
foundation

Educational Visits Coordinator

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| Employment status - | Full time/part time, permanent |
| Job location - | Foundation wide |
| Required from - | June 2022 |
| Application closing date - | 20th May 2022 |

Welcome from the Principal



The Stephen Perse Foundation is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future. Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role modelling, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At the Stephen Perse Foundation, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Richard Girvan
Principal

The Stephen Perse Foundation

The Stephen Perse Foundation is a family of leading independent schools in Cambridge, Madingley and Saffron Walden educating boys and girls aged 1 to 18.

By recognising our pupils as individuals - with unique hopes, talents and ambitions - we unlock their true potential. We enjoy learning for its own sake. Our teachers ignite curiosity, encourage critical thinking and creativity. By learning to think for themselves our pupils go on to achieve exceptional results. Education is however, more than just about grades, it is about strength of character, a sense of social responsibility, learning to innovate, communicate and collaborate with a global outlook.

Education needs to prepare youngsters for life beyond tests, exams and certificates. Our pupils gain an exceptional skill-set alongside exemplary pastoral support, to prepare them for life in tomorrow's world. They leave us ready to make their mark and achieve their dreams.

Educational Visits Coordinator

Responsible to: Vice Principal

Location: As part of the role you will be required to travel to all the schools within the Foundation

Role Description:

To really understand our range of trips and experiences, share lots of enthusiasm and drive to deliver an amazing service across the Stephen Perse Foundation.

Main Responsibilities:

- Lead on the management information system in place for trips and visits
- Ensure that the systems and processes for trips and visits is accurate and be part of the team that reviews the procedures annually
- Liaise with Deputy Head Co-Curricular, Heads of School, compliance team and Health and Safety Manager to ensure that all risk assessments for trips and visits are completed, reviewed and signed off by staff attending trips.
- Lead on communicating updates to ensure that processes for trips and visits are known and understood by all staff
- Support staff with identifying suitable venues/opportunities and supporting with preliminary checks
- Liaise with the finance department and trip leaders to ensure that all trips are costed fully in advance
- Liaise with the compliance team in relation to insurance
- Ensure initial sign off for each trip is received from the Vice Principal, Deputy Head Co-curricular or Heads of School as appropriate prior to a trip being externally promoted.
- Liaise with the sustainability lead to ensure that where practicable trips are managed in the most sustainable way
- Provide excellent trips and travel advice and service via phone, email and face to face
- Listen to internal customers carefully, understand their exact needs and requirements, piece together interesting experiences using your expertise to guide our staff
- Provide support and guidance to trip leaders
- Ensure that all forms of contact are handled quickly and with a friendly 'can-do' attitude, whilst achieving and exceeding service performance targets against key performance indicators
- Use initiative, keep up to date with compliance and global political challenges, such as travel visas
- Liaise directly with Tour Operators
- Be willing to engage in personal development to always be one step ahead
- Ensure that the service, from the initial contact to the time the internal customer finishes their trip, is consistent and that all stakeholders feel valued every step of the way
- Feedback and update HoS on a regular basis
- Understand the risks associated with trips and ensure assessments are completed right first time, on time, by the relevant person

Measurable outcomes

- Provide a right first time service for our teachers, pupils and parents
- Provide a 'one stop shop' approach and ethos to the role
- In conjunction with the Deputy Head Co-Curricular, Head of School(s) (HoS) ensure that each trip is 100% compliant
- Build internal and external relationships to ensure sound financial choices are made and liaise with the finance department as necessary to ensure that each trip is costed to at least break even in advance of any trip being advertised
- Maximise the potential of the online system to provide excellent service
- Excellent curation of documentation

- Report on the quality of provision on a regular basis via planned review and evaluation

General Responsibilities

- Act as an excellent ambassador for the Foundation at all times.
- Build and maintain good working relationships with all Foundation colleagues.
- Assist as necessary in other Foundation areas at peak times.
- Work at all times towards the aims and goals of the Foundation and any individual objectives and targets you may have agreed.
- Proactively identify areas for improvements within the Foundation.
- Actively promote the Foundation's Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Foundation operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items the Foundation has provided.
- Adhere to the Foundation's Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Foundation's Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Foundation's Designated Safeguarding Lead.

All employees of the Foundation adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be [found on the government website](#).

Person Specification

| | Essential | Desirable | Assessment Method |
|-----------------------------------|--|--|---|
| Qualifications | Educated up to A level of Equivalent | Educated to degree level or equivalent School travel industry experience | Application Form Production of the Applicant's certificates at interview |
| Knowledge & Experience | <p>Can demonstrate the importance of providing an excellent customer experience and provide examples of how they have exceeded stakeholders expectations</p> <p>Experience of working in a busy service environment and can demonstrate how they have achieved targets</p> <p>Good English language skills, both written and verbal</p> <p>Experience of working in a flexible manner and can provide examples of how they have adapted to different people.</p> <p>Experience of identifying challenges to success and improving processes</p> <p>Experience of Compliance associated with travel and takes responsibility for their own results.</p> <p>Able to use various IT packages including MS Word, Excel and Google Docs</p> | <p>Previously worked within an educational setting</p> <p>Experience of completing risk assessments preferably within a school environment</p> <p>Experience of using the online systems - Evolve, ParentMail</p> <p>Experience of setting up trip payments on ParentMail</p> <p>Calendar management</p> <p>Understanding of Visa requirements</p> | Application Form |
| Skills & Aptitudes | <p>Proactive and a trend spotter, is confident to feedback findings to the organisation to drive improvement</p> <p>Confident communicator (both verbal & written), ability to build relationships through listening to others.</p> | | Interview |

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| Personal Attributes | Excellent attention to detail and understanding the impact of errors | | |
| | Positive attitude and enjoys working as part of a team | | |
| | Excellent organisation, logic and problem solving skills | | |
| | Works methodically and accurately | | |
| | Relationship builder | | Interview |
| | Willing to learn | | |
| | Professionalism and Integrity | | |
| | Dedication and Enthusiasm | | |
| | Energy and Resilience | | |
| | Approachability | | |
| Flexibility | | | |

Terms and conditions

All appointments for the Stephen Perse Foundation are subject to satisfactory reference and disclosure and barring service (DBS) checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

This post is offered as either full time or part time at 0.8 FTE between Monday to Friday from 08:30 – 16:30 and 08:00 -16:00 as required to be able to meet with staff. This position is 52 weeks a year.

Salary

The salary will be in accordance with the Stephen Perse Foundation Salary Scale.

Benefits

- 30 days holiday plus bank holidays (pro-rata for part-time and term-time)
- Salary sacrifice tech and cycle to work schemes
- Rail season ticket loan/discount on Greater Anglia
- Free lunch and refreshments provided
- Contributory pension scheme – matching up to 6%
- Annual flu immunisation
- Many of the sites offer covered bike parking
- Free access to the Cambridge University Botanic Garden

- Private health and dental plan subscriptions after 2 years' service (pro-rata for part-time and term-time)
- A staff discount on School Fees of 25% after 2 years' service (pro-rata for part-time and term-time) should staff have a child at any school (from Reception Year upwards) within the Foundation

Privacy notice

Please see our privacy policy which is available on the recruitment page.

<http://www.stephenperse.com/recruitment>

Application process

Please apply directly through our online recruitment page at www.stephenperse.com/recruitment and download an application form. Please send completed application forms to recruitment@stephenperse.com.

Unfortunately we are unable to accept CVs.

The closing date for applications is 20th May 2022. Interviews will take place week commencing 23rd May 2022.

References may be taken up before the interview.

Invitation to interview and recruitment arrangements

The Foundation is committed to safeguarding and promoting the welfare of its pupils. The Foundation has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to 8 weeks to complete.

The Foundation has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.

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