

Application Pack

Royal Wootton Bassett Academy
Trips and Transport Co-ordinator
Start a.s.a.p.

Grade D - £18,933.00 to £19,698.00 fte (£14,154.97 to £14,726.91 pro rata)

5 days a week (8.30 to 3.30), 39 weeks per year Closing date – Sunday 18th April 2021 Interview week commencing 19th April 2021





Royal Wootton Bassett T 01793 841900 E admin@rwba.org.uk W www.rwbat.org.uk



Excellence in Education

Dear Applicant

Thank you for your interest in working for Royal Wootton Bassett Academy (RWBA). These guidance notes will assist you in completing your application form, which is the first step in our recruitment process.

The Royal Wootton Bassett Academy Trust (RWBAT) is built around the one word of 'Excellence.' Together the Schools strengthen each other, sharing good practice and building capacity for all. Within the MAT we strive to maximise the potential of each person within our community and are absolutely committed to continuous improvement. We value developing the whole person equally to the achievement of academic success.

The successful candidate will provide total Trips and Transport administrative support and co-ordination to all at RWBA including Staff, Students and Parents; including the use of Parent Pay.

In return we can offer the full benefits of our excellent support and CPD programmes both internally and through Royal Wootton Bassett Academy Trust.

Royal Wootton Bassett Academy is an oversubscribed, very successful, reflective and incredibly proud 11-18 school with 1,761 students on roll including 354 students in our very popular and successful Sixth Form. Royal Wootton Bassett Academy is committed to developing 'Growth Mind sets' and we would welcome an application from fellow professionals who share this mind-set.

In December 2010, the school was awarded *Outstanding* in every category by Ofsted. They described our students as "...an absolute delight." and "in every area of the School they carry out exemplary practice." In November 2013, the Academy was again awarded Outstanding in every category by Ofsted where they stated "Around the school, students are polite and courteous to each other, to members of staff and to visitors. Students listen attentively in lessons, and almost always respond rapidly to teachers' instructions". As far as we are aware, Royal Wootton Bassett is the only school in the country to be awarded this prestigious accolade in succession.

Royal Wootton Bassett is geographically situated in a pleasant location with Bath, Bristol, Cheltenham and the Cotswolds all within commuting distance.

The Governing Body and staff at the Academy are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share in this commitment.

If you believe you have the experience, vision and drive for this role then we would like to hear from you.

Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge and abilities required to do the job. The criteria listed within the job description detail how each of these areas will be assessed. It is important that you identify the competencies, experience, qualifications, knowledge and abilities that will be assessed by application form, as you will need to provide evidence that you meet these criteria.

References

We will require two satisfactory references before a job offer is confirmed; one of which must be your current Headteacher in your present or most recent employment. Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

There is a lot of information about the academy available on our website www.rwba.org.uk

We hope you will feel inspired to apply for the post of Cover Supervisor at Royal Wootton Bassett Academy.

Yours sincerely

Anita Ellis

Headteacher Royal Wootton Bassett Academy



Job Description

PURPOSE OF JOB:

To provide total Trips administrative support and co-ordination to all at RWBA and total Transport administrative support and co-ordination to all at RWBA including Staff, Students and Parents; including the use of Parent Pay.

MAIN RESPONSIBILITIES, TASKS & DUTIES

Trips Co-ordinator Support

- Collate approved VA1s, contact staff to tell them their trip has been approved.
- Update Trips Spreadsheet with all trips, submit to Deputy Headteacher and Cover Co-Ordinator regularly.
- Keep an up to date Trips Folder with key information including VA1s, Attendee Names, Risk Assessments, Copies of Medical Consent forms, Travel Orders.
- Get competitive quotes for coach transportation.
- Complete booking form for coach transport & submit for authorisation.
- Create and type letters for trips.
- Send parental letters out either via InTouch or via Post.
- Work with Finance Team to ensure appropriate costings have been approved.
- Finalise letters with costings and confirm which students are eligible for trips.
- Set the trip up on ParentPay; Add eligible students to the Payment Item.
- Collect completed medical consent forms; once all forms have been received, photocopy them and retain one copy for Trips folder and give one pack to the Lead Teacher. Ensure teacher is aware.
- Give regular updates to teacher on payments received via ParentPay and also answer requests for further ad-hoc updates.
- Ensure lead teacher understands and applies for Pupil Premium funding as & when necessary; ensure that correct letters & reduced pricing is added to ParentPay (working with Finance).
- Email Deputy Headteacher and Admin Manager weekly giving them details of trips running that week.
- Type up telephone "trees" for trips abroad.
- Photocopy, laminate & distribute up to date insurance cards for trips abroad.
- Ensure Admin Manager, Health and Safety Officer and the Lead First Aider are aware of any serious medical conditions for trips abroad (so that they can arrange necessary training in good time).
- Revisit and amend Trips Policy.

Transport Co-ordination

- Transport Both Wiltshire Council and RWBA subsidised.
- Transport for Induction Day.
- Co-ordinating transport routes for RWB buses with Admin Manager.
- Gaining tender costing for transport.
- Communicating with Parents and Students about transport costs/routes/changes.
- Collecting and handling monies/payments for transport from Parents.
- Attending Parent Information Evenings and Open Evenings where transport will need promoting.
- Collecting and processing cash from Mini Bus Drivers

ParentPay

- Create ad-hoc ParentPay Login Letters (for parents who've lost their login).
- Check ParentPay daily to ensure that any online parent queries are being answered.
- Answer all parent queries over the phone/email on a daily basis resolve any queries by checking account details on ParentPay or calling ParentPay direct to receive additional help on complex queries.
- Set up on ParentPay and allocate relevant students.
- Update relevant teachers/departments on payments.
- Answer parent queries.

Power of 10 PE Group

• Create & type letters/mail merges for all events that Power of 10 group are involved in.

Reading & Discussion Group

Create & type letters/mail merges to advise students of meetings/after school sessions.

In Touch

 Check parental queries within the SIMs InTouch Homepage on a daily basis, resolve any queries or forward to the necessary individual.

Curriculum Support

- Provide Curriculum admin support for the 6 Departments with the school
- Create & type letters/mail merges;

4Matrix

• Import Progress Report data and Student data from SIMs into 4matrix

Such other duties as may be commensurate with the nature of the post.



Person Specification

SUPERVISION OF PEOPLE

No direct line management responsibilities but is required to demonstrate duties, give advice and guidance to colleagues, Students and Parents.

CREATIVITY AND INNOVATION

Is required to work independently and most of the time autonomously. Will need to be identify sources of transport for trips and support colleagues in completing admin. Will also need to support the Commercial Manager in providing transport services for the school, from routing buses to allocating students to bus routes and communicating with Parents about transport accounts.

CONTACTS AND RELATIONSHIPS

Direct contact with students and their parents/carers, other employees at the Academy. Liaise with other professionals and Transport Hubs including Wiltshire LA, mostly autonomously.

DECISIONSs

a) Discretion -

The postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to safeguarding, child protection and behaviour management.

b) Consequences -

Any errors should be quickly and easily identified and rectified.

RESOURCES

CPD Training as identified and required

Work Demands -

Subjected to periods of time where workload is demanding and on multi levels, eg transport at the beginning of the year and transport and trips near the end of the year.

Physical Demands -

Subjected to considerable emotional demands due, for example, to autonomy and the essential role of transport.

Working Conditions -

School based.

Work Context -

Can be a highly pressured role due to essential role of transport and the demands of colleagues in organizing trips.

KNOWLEDGE AND SKILLS

Desirable for the postholder to have formal qualifications; GCSE or equivalent in Maths, English or equivalent level of competency and the postholder should have the ability to communicate effectively with students and adults, be able to empathise with students and work as part of a team.

OTHER DUTIES

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder

HEALTH AND SAFETY

The postholder is required to carry out the duties in accordance with the School Health and Safety policies and procedures.

SAFEGUARDING

This organisation is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Staff must work in accordance with the South West Child Protection procedures and Child Protection/safeguarding Policy and understand their role within that Policy.



How to Apply

Candidates must return a completed application form and can attach a supporting letter (no more than 1 side of A4).

Closing date for applications: 18th April 2021 (Midnight)

Please be advised that any applications received after this date/time will not be accepted, candidates are responsible for ensuring their application is received. Due to the high number of applications it is not always possible to confirm receipt of applications.

Interviews will be held: week commencing 19th April 2021

Completed application forms should then be sent via email to

slambourne@rwba.org.uk

Candidates who are successfully selected for interview will be informed after shortlisting has taken place.

Candidates should apply using the correct applicationsd form. CVs will not be accepted.

Safeguarding Statement

Royal Wootton Bassett Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion. Please note that any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed spent and a DBS check will be carried out before any employment commences. References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section



