



**SOUTH NOTTINGHAMSHIRE  
ACADEMY AND SIXTH FORM**

**JOB DESCRIPTION**

**JOB TITLE: EDUCATIONAL VISITS COORDINATOR/SCHOOL FUND  
ADMINISTRATOR/MUSIC TUITION ADMINISTRATOR**

**Temporary until August 2021 – Potential to be made permanent**

**Location:** South Nottinghamshire Academy

**Salary:** The Redhill Academy Trust Pay Scale Band 7  
FTE Salary - £19,312-21,318 Actual Salary - £13189 - £14559

**Hours of Work:** 30 hours per week (Term Time only)  
Monday to Friday, 8am – 2:30pm or similar (includes 30-minute break)  
Some flexibility may be required

**Responsible to:** Operations Manager

**Post objective:** To fulfil the role of the Educational Visits Coordinator for the Academy  
To provide efficient and effective management of the school fund  
accounting system in line with the academy's financial controls.  
To fulfil the role of peripatetic music lesson coordinator.  
To bank any school income that comes directly into the school.

**Main Duties and Responsibilities:**

**EDUCATIONAL VISITS COORDINATOR**

- Research any proposed trip locations and providers to ensure they are reputable and have necessary registrations in place.
- Cost visits thoroughly to ensure minimal risk of making a loss.
- Book any transport required.
- Ensure the Evolve software entry is completed accurately and ensure it is sent for approval at the appropriate stages. Use the Evolve system to run the school visits/trips process within the Academy, following the Academy trips and visits policy.
- Check all appropriate risk assessments have been completed.
- Set trips up on the WisePay system to receive consent forms and payments.
- Check the trip letter before it is sent to students/parents.
- Pay all invoices in relation to the trip and ensure the trip finance is balanced.

- Ensure each trip leader and the school emergency contact have a complete pack including participant register/info/consents. Ensure trip leader has first aid kits, emergency contact list etc.
- Maintain a log of all past trips and an overview of all upcoming trips.
- Attend parent meetings in relation to trips.
- Periodical checks on competency of trip leaders, ensuring they are following the Academy trips and visits policy and necessary safeguarding procedures.

## **FINANCE**

- Management of the School Fund Account
- Reconciliation of Trips and Visits Accounts
- Banking of school fund income
- Respond to queries on trips and visits from trip leaders over payments.
- Check school meal income and consolidate with online school meals income.
- Management of the school's online payments system Wisepay, including communicating with parents on payment plans.
- Financial Administration of the Academy peripatetic music lessons.
- Where required assist in the preparation of financial returns for the EFA, Governing Body, Accountant and other central and local government agencies within statutory deadlines.
- In conjunction with the Trust, work with internal audit officer on quarterly audit inspections' when required submit accurate records for analysis by auditors and be prepared to discuss and explain all entries.

## **GENERAL**

- Liaison with other departments and non-teaching staff over matters relating to School Fund finance and whole school issues.
- To provide examination invigilation service, during exam periods if required
- To work as part of the school services/reception team where required
- To provide emergency First Aid cover when required
- Attendance at staff meetings and INSET activities where relevant
- To uphold and actively support the academy's policies and procedures
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.