

Job Description

Post Title:	Educational Visits Coordinator & Reception Manager
Purpose:	Under the supervision of the Executive Business Director, book, manage and oversee all educational day visits and residential visits both in the UK and abroad for our all through academy as well as book and manage workshops to take place in school. Ensure all visits comply with current statutory guidance, local authority requirements, and school policies while getting best value. To line manage a team of two receptionists.
Reporting to:	Executive Business Director
Liaising with:	Staff, students, parents, suppliers, external businesses, central office.

MAIN (CORE) DUTIES	
Trip Administration	<ol style="list-style-type: none"> 1. Liaison with trip leaders and SLT to ensure trips are relevant to the curriculum and that trips meet LA guidance requirements. 2. Be responsible for the booking of transport, venues and accommodation for approved trips. 3. Management of free school meals for eligible students whilst on trips. 4. Gather and collate parental approval for trips when required. 5. Providing all information required by the school trip leader e.g. emergency contact details, known medical conditions etc. 6. Reporting trip data to SLT as and when required. 7. Ensure that trip leaders complete risk assessments for all proposed trips. 8. Management of the Educational Visits Notification and Approval system. 9. Keep up to date EVC guidance and evidence of relevant CPD for all staff. 10. Contribute to the update of the Educational Visits Policy.
Financial	<ol style="list-style-type: none"> 1. Assist trip leaders with the calculation of total trip cost to ensure trips don't run at a loss. 2. Use of Arborpay to receive payments for trips. 3. Issuing of refunds as and when necessary. 4. Liaison with the Academy's Finance team to ensure timely payment of trip invoices due and reconciliation of online payments. 5. Review the profit/loss of trips once completed and report to finance.
Safeguarding	<ol style="list-style-type: none"> 1. Ensure that DBS checks are in place for all staff and volunteers involved with trips. 2. Identify and, where required, organise the training of leaders and trip assistants. 3. Organisation of SLT to ensure 24/7 emergency contact for every visit. 4. Ensure the needs of each and every student attending a trip are met and that the staff to student ratios are appropriate.
Reception Management	<ol style="list-style-type: none"> 1. Line management of team of two part-time receptionists 2. Participate in regular performance reviews to ensure any personal development needs are identified and met. 3. Ensure reception team receive any relevant in-service training.

General Administration	<ol style="list-style-type: none"> 1. Assist within the business function of the Academy. 2. Act as first point of call for parents with Free School Meal (FSM) queries and work with Heads to drive an increase in FSM applications. 3. To manage the annual checking of FSM eligibility with the Executive Principal, EBM and the Heads. 4. Offer support to reception during peak periods.
Supporting the Academy	<ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to child protection, health, safety, and security, confidentiality, and data protection, reporting all concerns to an appropriate person 2. Ensure all students have equal access to opportunities to learn and develop. 3. Contribute to the overall ethos/work/aims of the academy 4. Appreciate and support the role of other professionals 5. Attend relevant meetings as required 6. Accompany teaching staff and students on visits, trips, and out-of-academy activities as required
Engaging in Professional Development	<ol style="list-style-type: none"> 1. Participate in regular performance reviews to ensure any personal development needs are identified and met. 2. Attend relevant in-service training. 3. Review and maintain your own professional practice through agreed development activities.
Health and Safety	<p>In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the Health & Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health & Safety provisions.</p>
Other specific duties	
<ul style="list-style-type: none"> • To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • To promote actively the Academy’s policies. • To continue personal professional development. • To comply with the Academy’s Health and Safety Policy and undertake risk assessments as appropriate. • To comply with the Academy’s procedures concerning safeguarding and to ensure that training is accessed. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.</p>	
<p>This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation taking into account the circumstances of the Academies and their implications.</p>	

Print Name:.....

Signature:.....

Date:.....