CAMBRIAN
Nurturing Growth - Inspiring Minds

JOB DESCRIPTION

Job Title	Educational Visits Administrator	**Department**	Administration
Reports To:	Assistant Headteacher	**Grade**	6
Responsible For:	N/A	**Job Type**:	Support Staff
Hours	30	**Weeks per year**	38 weeks
Location	Faringdon Community College		

MAIN PURPOSE AND SCOPE OF THE JOB

Under the direction of the Educational Visits Coordinator provide support to staff organising visits.

Key Roles and Accountabilities

- Ensure all residential visits are planned and approved internally by the Educational Visits Coordinator.
- Ensure procedures are followed with regard to planning of all educational visits. Ensuring staff use the correct forms and obtain correct authorisation and detailed planning is in place.
- Collate information for educational visits both UK and overseas travel, liaising with external companies obtaining information regarding accommodation, travel arrangements, insurance, risk assessments.
- Assist Duke of Edinburgh Manager with administration of Duke of Edinburgh Award.
- Ensure all required documentation is complete and passed on to the required authorities with regard to overseas travel. Ensure visa applications from the British Council are obtained for non-EU students. Liaise with the British Council, Foreign Embassy's, when required.
- Collate student information for visit leaders with regard to emergency contact details together with consent forms and medical information.
- Obtain quotations for costs involved in all aspects of any visit, e.g. cost of tickets, insurance, accommodation, etc. Advise the visit organiser of costs involved in order for the correct charge to be made to parents of students attending the visit.
- Through ParentPay database produce correspondence/information, plan payment dates, produce payment cards. Chase late payments by letter or telephone and liaise with parents who are having difficulty keeping up with payments.
- Monitor late payments informing the Educational Visits Coordinator on a monthly basis of balances outstanding.
- Liaise with the Trust Finance Department regarding financial reports, payments and refunds.
- Process financial assistance requests and record.

- Ensure all Health and Safety procedures are followed, e.g. risk assessments completed, authorisation of travel, correct numbers of First Aiders are present on all visits.
- Responsibility for the visit first aid kits, keeping a record of when in use and when returned. Annual audit of first aid kits ensuring they are complete. Responsible for ordering stock for the first aid kits.
- Produce and respond to day to day correspondence regarding visits.
- Provide general administrative assistance to Educational Visits Coordinator.

Resources

- Operate relevant equipment/ICT packages (e.g. Bromcom, ParentPay, Word, Excel, databases, spreadsheets, Internet)
- Provide general advice, guidance and support to staff, students and others regarding visits.
- Arrange orderly and secure storage of supplies
- Transfer data in accordance with GDPR and the Data Protection Act.

GENERAL RESPONSIBILITIES

- Being aware of and complying with policies and procedures relating to child protection, Health & Safety and security, confidentiality and data protection, reporting all concerns to <name>
- Ensuring compliance with the Trust's Equal Opportunities and Equalities Policies and taking an active role in promoting equality and diversity.
- Promoting the Trust's policies on behaviour for learning and demonstrating a commitment to providing a caring and stimulating environment and improving standards for all pupils within Trust.
- Undertaking such other duties as reasonably correspond to the general character of the post
- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- 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.

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Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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LEARNING TRUST

PERSON SPECIFICATION & SELECTION CRITERIA

Qualities	Essential/Desirable
Experience	
Working in a school environment	**D**
Working in administration in an office environment	**E**
Qualifications & Training	
Minimum of Grade C GCSE in math and English	**E**
Knowledge & Skills	
Confident in the use of IT including Microsoft Office	**E**
Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	**D**
Ability to self-evaluate learning needs and actively seek learning opportunities	**E**
Ability to relate well to children and adults	**E**
Work constructively as part of a team and on own initiative	**E**
Ability to maintain confidentiality	**E**
Work with accuracy and attention to detail	**E**
Flexible approach to work	**E**
Punctuality and reliability	**E**