



Job Description

POST TITLE:	Admin Assistant - Trips & Visits
GRADE:	Grade 6
HOURS OF WORK:	35 hours per week Mon to Fri: 8.00am - 3.45pm (<i>with a 45-minute unpaid lunch break</i>) Term time plus 5 days, including 3 staff training days
RESPONSIBLE TO:	Administration Manager/PA to Head of School Link to: Educational Visits Co-ordinator (EVC) and SLT Lead for Trips & Visits

PURPOSE OF THE JOB:

- To lead on and take responsibility for the day-to-day management of the school's trips and visits programme, while providing timely and effective administrative support as requested by the Administration Manager/PA to the Head of School.

The role requires the postholder to organise their own workload and exercise discretion, ensuring effective support for students and operations, as directed and overseen by the EVC and Administration Manager/PA to Head of School

MAIN RESPONSIBILITIES

- Lead on the day to day management of Overseas, UK Residential and Day Trips/Visits/Activities and Enrichment Week, including taking responsibility for but not limited to:
 - Ensuring all procedures and processes are followed at the outset of all trips and visits; including preparation of all documentation and ensuring these are signed off by Trip Leaders, EVC, Finance and SLT within a sufficient time frame to enable trips and visits to take place.
 - Obtaining quotes i.e. for venues, residential packages, transport/coaches for trips/visits and fixtures to ensure that the school is receiving competitive prices and ensuring all trips/visits are value for money.
 - Liaising with the EVC, trip/activity leaders and SLT.
 - Identifying students that require specific individual risk assessments and liaising with trip leaders and Heads of Year in respect of these.
 - Producing and maintaining complex spreadsheets and records.
 - Ensuring all communication to parents/carers is completed in a timely manner and relevant information is provided to them, including responding to queries where required
 - Ensuring that consent is provided by all parents/carers who have parental responsibility for a student.



- Ensuring that all trip payments are up-to-date; being proactive in the approach to reminding parents/carers of payments due and also liaising with parents/carers in respect of any payments that are overdue in a sensitive manner.
 - Liaising with the Pupil Premium Mentor in connection with trips and visits and payments for pupil premium students.
 - Ensuring all passports and supporting documentation are provided when dealing with overseas residential trips.
 - Ensuring that all student documentation complies with current UK legislation including non-UK passport holders.
 - Ensuring that all trips and visit information entered in an accurate and timely manner on Evolve.
 - Ensuring all personal and sensitive data is handled and stored in line with Trust procedures and GDPR requirements.
 - Ensuring that all staff members assisting with trips and visits have a trip pack with all relevant information including medical, emergency contact and any relevant safeguarding information.
 - Assisting with any issues that may arise during a trip/visit including out of hours if necessary.
 - Ensuring that all relevant bookings and paperwork are completed in respect of the school's PE fixtures.
 - Coordinate, collate and produce reports on trips and visits, ensuring accurate information is provided for the Head of School to present to the Local Governing Body.
- To contribute to the efficient operation of the school administration by undertaking clerical and administrative duties, as directed by the Administration Manager/PA to Head of School including but not limited to:
 - a. Production of letters and general correspondence, Excel spreadsheets and other publications.
 - b. General office duties including answering queries from telephone calls in the school.
 - c. Distribution of information to parents through Bromcom - Communication.
 - d. Proof-reading
 - e. Provide administrative support for Teaching Staff as required including general correspondence.
 - Provide daily Reception Cover, fostering a welcoming environment for staff, students, and all visitors to the school.
 - To assist in providing an effective and organised reprographics service and supply of resources, including:
 - Reproduction of curriculum and administration materials.
 - Regular production of booklets, exam papers and display materials.
 - Laminating and binding.
 - Be a qualified First Aider and support other staff members with the administration and recording of first aid and medication, where required.



- To take an active role and undertake appropriate duties as part of the Fire Evacuation Process
- Work effectively with colleagues in the Administration Team and provide cover for absent colleagues in the team as directed by the Administration Manager/PA to the Head of School.
- Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Attend relevant courses and actively seek to broaden knowledge and skills relevant to responsibilities.
- Contribute to the maintenance of a safe and healthy environment.
- Establish and maintain good relationships with all stakeholders in order to promote the Visions and Values of the School.
- Undertake any other duties consistent with the post as directed by the Administration Manager/PA to Head of School.

Note: This Job Description will be reviewed on an annual basis.

Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).



Person Specification

POST TITLE:

ADMIN ASSISTANT - TRIPS & VISITS

Criteria	Essential	Desirable
<u>Educational qualifications</u>	<ul style="list-style-type: none">➤ Good educational background with minimum of 5 GCSE's (or equivalent) at Grade 4 or above (or equivalent), including English Language & Maths	<ul style="list-style-type: none">➤ NVQ Level 3 or above in Business Admin or equivalent
<u>Experience</u>	<ul style="list-style-type: none">➤ Experience of working in a secretarial or administrative background➤ Experienced user of ICT, specifically MS Word and Excel➤ Experience of working in a busy office environment➤ Experience of organising and prioritising workloads and assisting others➤ Experience of working in a team	<ul style="list-style-type: none">➤ Experience of working in a similar position in a school/college➤ Experience working on reception



<p><u>Skills/Abilities</u></p>	<ul style="list-style-type: none"> ➤ Excellent administrative skills and ability to multi-task ➤ Excellent ICT & Excel skills including maintaining complex spreadsheets and using formulas ➤ Excellent communication skills, oral and written with the ability to communicate with people at all levels ➤ Good organisational skills ➤ Ability to adapt to change ➤ Ability to learn quickly ➤ Good interpersonal skills ➤ Ability to work with a high degree of accuracy ➤ Ability to work in a methodical and well organised way ➤ Ability to use own initiative and prioritise workload with minimal supervision. ➤ Ability to work within a small, close team, offering assistance to other members of the team and staff as and when required. ➤ Ability to work to tight deadlines and manage regularly changing workloads and demands. ➤ Ability to not mind what they are asked to do and ‘muck in’ to help as required. ➤ First Aid Qualified (or willing to undertake appropriate training) 	<ul style="list-style-type: none"> ➤ Ability to work under pressure ➤ Willingness to learn new skills ➤
<p><u>Knowledge and Understanding</u></p>	<ul style="list-style-type: none"> ➤ Appreciation of absolute confidentiality of information received in school 	<ul style="list-style-type: none"> ➤ Knowledge of GDPR
<p><u>Other Requirements</u></p>	<ul style="list-style-type: none"> ➤ Ability to work flexibly ➤ Flexible and resilient ➤ Positive nature and ‘can do’ attitude ➤ Willingness to undertake training, as required ➤ Willingness to take a full and active role in school life 	<ul style="list-style-type: none"> ➤ Willingness to learn new skills



<p><u>Safeguarding Competencies</u></p>	<ul style="list-style-type: none">➤ Demonstrates empathy for the concerns of others➤ Shows respect for other's feelings, views and circumstances➤ Seeks and uses professional support appropriately➤ Can demonstrate flexibility of approach➤ Shows a personal commitment towards safeguarding children➤ Able to maintain appropriate professional boundaries	
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