



Educational Visits Administrator (LGS & LGJS)

Start date: ASAP - Fixed term

Welcome

Leicester Grammar School

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Leicester Grammar School (LGS) is a wonderful place to work! Our teachers enjoy modern, purpose-built facilities, in a spacious site on the edge of Leicester, surrounded by supportive and expert colleagues. But more than all of this, we have the joy of working with enthusiastic and motivated pupils, who are supported by engaged families, and who take a real joy in embracing the myriad opportunities available to them at our school.

As teachers at LGS we reap the benefits of working in such an inspiring environment, with pupils and parents who place a huge value on what we do. There is no doubt that we work hard, but the satisfaction that comes from seeing the impact we make is significant.

There is much more to life here than lessons, important though these are. Our extensive programme of co-curricular opportunities, and our outstanding pastoral care, are central to the education we offer. Our aim is to develop young people who are confident without being arrogant, with a sense of purpose but the flexibility to adapt, and ready to go out into the world and make a positive difference.

As Headmaster I know how important the staff team at LGS is. Only with outstanding and engaged staff can we deliver the high-quality education to which we aspire. If this sounds exciting, and something that you would like to experience first-hand, please do get in touch. I look forward to meeting you in person soon.

Magnus Anderson
Headmaster

Leicester Grammar School

In 2024 Leicester Grammar School was recognised as East Midlands Independent Secondary School as well as East Midlands School of the Year for Academic Performance by the Sunday Times. Further to this, the school was shortlisted as one of eight finalists for the TES Independent Senior School of the Year award and, most recently, for Independent School of the Year for Student Well-being.

Indeed the importance of pupils' well-being was seen as a significant contributory factor to the school's success in the last inspection of January 2024.

The success of our community stems, above all, from a culture of aspiration and care for our 850 pupils, all of whom enjoy exceptional opportunities within and beyond the classroom.

The school's aims are to:

- Promote intellectual curiosity and academic excellence.
- Provide a broad, balanced and stimulating curriculum.
- Offer a rich range of co-curricular opportunities which enhance pupils' physical, cultural and personal development.
- Equip pupils with the self-belief, consideration and skills required for a principled and fulfilling life.
- Create a happy and mutually-supportive community of learners and staff, in which each individual is encouraged and enabled to do and be their best.
- Care for the mental and emotional well-being of pupils, and be proactive in the promotion of a healthy lifestyle.
- Welcome pupils of diverse backgrounds and faiths, nurturing their social and spiritual development.
- Foster a generous contribution to charity, community service and society.



Educational Visits Administrator

We are seeking an organised and proactive Educational Visits Administrator to support the planning and administration of educational visits for Leicester Grammar School and Leicester Grammar Junior School. Working closely with the Educational Visits Coordinator (EVC), trip leaders, parents, finance colleagues, and external providers, you will play a key role in ensuring the smooth and efficient organisation of day and residential trips.

The successful candidate will be responsible for coordinating all aspects of trip administration, including preparing and distributing parental communications, managing educational visits through EVOLVE, arranging transport, accommodation and activity providers, and maintaining accurate records. You will also support health and safety requirements by ensuring consent forms, medical information and emergency contact details are completed and distributed to relevant staff. In addition, you will liaise with the Finance team regarding trip payments, payment schedules and outstanding balances, while acting as the main point of contact for parental enquiries relating to educational visits.

This is a part-time position working 20 hours plus per week, term time plus INSET days. The hours will be worked over five days per week, with flexibility around the exact working pattern to be discussed at interview. The annual salary is £12,470.

This is a fixed-term position until 31 August 2027, or until the substantive postholder returns, whichever is sooner.

This is an excellent opportunity for an individual with strong administrative and organisational skills who enjoys working in a busy school environment and contributing to enriching educational experiences for pupils.



Job Description: Educational Visits Administrator

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Key Responsibilities

Trip Administration

- Liaise with EVC and trip leaders regarding arrangements for day and residential trips.
- Distribute parent letters, information packs, and consent forms via School Post, using ISAMs and My School Portal.
- Coordinate travel logistics, including booking transport, accommodation, and external activity providers.
- Manage and administrate EVOLVE.

Health & Safety

- Ensure parental consent forms and medical sheets are completed and filed before departure.
- Compile and distribute emergency contact lists and medical/dietary information (in liaison with the School Nursing Team) to trip leaders and other relevant personnel.

Finance

- Add payments to Parent Pay
- Liaise with Finance over payment schedules, payments and missed payments

Communication

- Act as the central point of contact for parents, answering queries regarding passport/visa requirements (if necessary), and payment deadlines.
- Communicate trip participant lists to relevant internal teams.

Additional Duties

- Support the aims and objectives of the Leicester Grammar School Trust, in line with all school policies and as detailed in the staff handbook
- Maintain personal resilience and well-being as a key to supporting other
- Work within current safeguarding and schools' guidance and legislation
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships

Original certificates will be required as proof of qualification. All other attributes will be assessed using the contents of the application form, at interview and with professional references.



Person Specification

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Essential Qualifications, Experience and Skills

- A good understanding of the principles of confidentiality e.g medical data, financial data, and ability to adhere to them
- Ability to work independently and as part of a wider team
- Good literacy skills
- Good administrative and organisational skills
- Good attention to detail and ability to work accurately and methodically
- Ability to follow instructions, policies and procedures
- Experience of working with systems e.g Evolve

Personal Qualities

- Have an enthusiastic and proactive approach
- Being discrete, professional, respectful and friendly
- Excellent interpersonal and communication skills
- Willingness to work flexibly according to the fluctuating demands of the role
- Be committed to the Leicester Grammar School Trust's vision and ethos

Closing Date:

Monday 2 November 2026, 9:00am

Interview Date:

Week commencing 9 November 2026



Your Benefits

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Competitive salary and generous teacher pension options with TPS or Aviva APTIS



Free lunches during term time plus free tea and coffee and hot chocolate



Beautiful walking trails around the school's extensive site



Discount on school fees



Access to Employee Assistance Programme via Life and Progress, offering telephone counselling, financial and legal advice, plus face to face counselling



Medicash Health Care



On site gym and swimming pool available for colleague use



Cycle to Work Scheme



Reduced rate Benenden Health subscription with no waiting periods; access to 24 hour GP and prescription service



Free car parking on-site



Free wrap-around care for your children



Use of the school's extensive library facilities



School campus and facilities

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Leicester Grammar School Trust schools are easily accessible from the nearby city of Leicester, the market town of Market Harborough, and beautiful East Midland villages such as Great Glen. Although situated in the scenic countryside, we are an easy 30-minutes drive from the M1 and from nearby rail stations, London St Pancras can be reached in around one hour.

The school operates a comprehensive bus service which enables a large number of pupils to travel to and from school each day.

The campus has extensive facilities; well-equipped specialist classrooms, library, science laboratories, music rooms, and both indoor and outdoor sports facilities. We have an on-site café for use by staff and sixth form pupils as well as a bespoke study area for sixth form.



Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factors to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from staff at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnerships.

Applicants must have the right to work in the UK.

Safeguarding

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

Applicants must undergo safer recruitment checks, including checks with past employers, online searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.





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GRAMMAR
SCHOOL



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