

Job Description

POST TITLE:	Administration Assistant - Trips & Visits
GRADE:	Grade 6
HOURS OF WORK:	30 hours per week Term time plus 3 staff training days
RESPONSIBLE TO:	Administration Manager/PA to Head of School Link to: Educational Visits Co-ordinator (EVC)

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, Heads of House/Head of Year 11 and Achievement Support, in respect of these.
 - Producing and maintaining complex 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.
 - In conjunction with the Finance Team, ensure 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 Champion and Finance Team 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.

- Ensure all Parents/Carers know to check their child's documentation to ensure it 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 and ensuring that out of hours contact details are provided, if necessary.
 - Ensuring that all relevant bookings and paperwork are completed in respect of the school's PE fixtures.
- 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).