

Job Description for Office Administrator: Educational Visits and Events Co-ordinator (EVC) and Cover Manager

Objectives of the role:

- To be a professional and friendly first point of contact for pupils, parents, staff, and all school contacts.
- To provide support to the school's administrative and operational functions, in a proactive, efficient, and effective manner.
- To train as Educational Visit Coordinator (EVC).
- To manage all areas directly related to educational school trips and events.
- To manage cover and absence effectively and efficiently, ensuring cover is in place for all lessons.
- To assist the Strategic Operations Lead.

Principle responsibilities - School Office/Reception

- Work effectively as part of the administration team, supporting colleagues and participating in relevant training and professional development.
- Initiate, build, and maintain good working relationships with staff, pupils, parents and other community users.
- Undertake reception duties (school's main telephone, dealing with face-to-face enquiries in a polite and helpful manner, managing the school entry signing in system and processes, office email boxes etc).
- Provide general administrative support using Microsoft word, excel alongside school systems such as SIMS and classcharts.
- Provide First Aid support according to policy and procedure.
- Always maintain confidentiality.
- Assist with whole school events.
- Attend meetings as required.
- Undertake any tasks as reasonably directed by the Headteacher.

Principle responsibilities - EVC:

To coordinate and administer all school trips and visitors for the school, ensuring that all documentation is completed correctly and information collated, prepared and distributed by specified timescales and in accordance with KET and School policy and procedures.

- To ensure the school meets statutory requirements.
- To review and manage the school's calendar of events and liaise with Trip leaders regarding administrative requirements for each trip/event.



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- Collate quotation information for tickets, transport etc and book accordingly.
- To manage the EVC system (currently Plumsun) ensuring all risk assessments and health and safety requirements are met including staffing levels.
- To issue and manage correspondence to parents provided by Heads of Departments and approved by the Headteacher.
- To track and analyse data relating to the provision and take up of trips and events by identified groups of pupils, reporting back to SLT as required.
- To maintain the school's booking and payment system for any trip or visits and communicate with parents who have late or incomplete information.
- To collate any information relating to registers, consent, pupil medical or allergens which are required prior to any trip taking place and provide to the trip lead.
- To ensure all visitors provide all necessary documentation according to statutory and KET policy and procedures.

School Events

To assist with the School's arrangements for (including but not limited to) open evenings and events, school productions and parent events.

- To assist with the coordination and administration of the annual transition events for new pupils, liaising with Heads of Department as required and inviting all new pupils to attend, and attending the event to support.
- To attend and assist with the coordination and administration of other events to promote the School, both during school time and outside of normal working hours (including occasional evenings).

Principle responsibilities – Cover Manager:

- Managing and organising cover arrangements daily, including contacting supply agencies.
- Organising and ensuring suitable cover work is provided.
- Managing long term supply teachers and ensuring cover work is available.
- Maintaining a supply agency database.
- Provide the daily cover timetable to the team by 8.00am each day.
- Monitoring the school cover budget.
- Entering absence information onto the staff database, i.e. SIMS personnel, to create the cover timetable and ensure accurate records are maintained.
- Ensure absence processes are followed and accurate documentation is provided.

Person Specification:

- Good literacy, numeracy and ICT skills
- Experience working in an educational environment
- Excellent administrative, organisation and prioritization initiative to meet deadlines
- Strong interpersonal skills



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All Trust employees are also expected to:

- Be aware and comply with all school policies and procedures, particularly those relating to Safeguarding, confidentiality and data protection.
- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Contribute to the overall ethos and aims of the school.

Conditions of Service:

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Disclosure and Barring Services (DBS) check.



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