

St Barnabas Multi Academy Trust

Residential Educational Visits Coordinator Job Description

Title	Residential Educational Visits Coordinator
Salary	Grade F (Term Time only)
Responsible to;	CFO
Line Manager	Finance Manager
Purpose	<p>You will be committed to and support the “Bring It!” vision and values of the Trust. You will be responsible for the planning, organisation and delivery of educational trips and visits that enrich curriculum and support students’ personal development. There is an expectation to use initiative and good judgement.</p> <p>You will arrange and coordinate residential visits and outdoor challenges for pupils in years 2 to 6 across all schools in the Trust along with providing administrative support to the Trust Outdoor Adventure Team and PE Lead to; support events, challenges, visits, tournaments & competitions.</p>
Main duties and Responsibilities	<ul style="list-style-type: none"> - Coordinate and oversee all school trips, visits and off-site activities ensuring that trips are planned according to policy - Produce budgets for each trip and liaise with finance staff regarding payment of suppliers, setting up residential codes and complete costing sheets. - Monitor income and expenditure to ensure each trip remains within budget - Develop relationships with stakeholders and arrange all bookings related to the trip including venues, transport, food activities and any other requirements. - Create and send out communication and information resources to the admin team to pass onto parents and respond to queries. - Collate and distribute medical and dietary information as appropriate to hostels, restaurants, group leaders. - Prepare and distribute risk assessment in line with trust policy and relevant regulations. - Produce visit packs for all group leaders with timings, contact numbers/ reference numbers for all activities booked, consent forms with emergency contact details for each child, dietary

	<p>requirements, staff members on the trip as well as the trips emergency contact number.</p> <ul style="list-style-type: none"> - Keep relevant staff informed of trip details and be on hand to support with trip related problems and queries. - Maintain up-to-date records of trips, including attendance and incident reports. - Support in pre-planning for challenges such as River Wye, Saints Way, Three Peaks before handing over to the Trust Outdoor Instructor. - On call 24 hours for each residential trip that goes out. - Coordinate telephone call forwarding through IT support to the relevant member of staff (Senior Outdoor Instructor). - Evaluate the effectiveness of trips and gather feedback from staff and students. - Attend relevant meetings and training as required including school trip best practice, safeguarding and EVC compliance. <p>General:</p> <ul style="list-style-type: none"> - Proactively work towards meeting all of the 'Trust Cultures / Vision & Values'. - Keep up-to-date with current educational legislation. - Be aware of, and adhere to, applicable rules, regulations, legislation, policies and procedures within the Trust including health and safety, safeguarding, equality and data protection. - Maintain confidentiality of information acquired in the course of undertaking duties for the schools and Trust. <p>St Barnabas Multi Academy Trust is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. Everyone who comes into contact with children and their families and carers have a role to play in safeguarding children. In order to fulfil this responsibility effectively, all professionals should make sure their approach is child-centred. This means that they should consider, at all times, what is in the best interests of the child.</p>
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Residential Educational Visits Coordinator Person Specification

	ESSENTIAL	DESIRABLE
Qualifications	<p>GCSE (or equivalent) grade 4 or above in English and Maths</p> <p>Evidence of continuing professional development</p>	<p>Educated to A level/Level 3</p> <p>Higher education or relevant professional qualifications in admin or finance</p>
Experience	<p>Experience of organising and coordinating events, activities or trips</p>	<p>Work experience within a school environment.</p> <p>Experience of working within and understanding of Trust structures and governance</p>
Skills and Knowledge	<p>Strong organisational skills and the ability to maintain a realistic balance among multiple priorities.</p> <p>Excellent time management.</p> <p>Good written and verbal communication skills, attention to detail, accurate spelling and grammar.</p> <p>Ability to communicate with stakeholders in an effective and positive way.</p> <p>Ability to use IT systems</p>	<p>Good understanding of safeguarding and child protection.</p> <p>Good understanding of procedures and legislation relating to confidentiality.</p> <p>Good understanding of best practice for school residentials and health and safety.</p> <p>Completed EVC Training</p>
Personal Attributes	<p>Drive and determination. A 'can do' and flexible approach with ability to adapt to changing priorities.</p>	

	<p>Proactive, self-motivated and enthusiastic.</p> <p>Ability to work under pressure.</p> <p>Ability to work independently with minimal instruction.</p> <p>Good communicator.</p> <p>Good judgement in a variety of situations.</p> <p>Empathy with young people.</p> <p>Innovative and imaginative thinking.</p> <p>Friendly and approachable.</p>	
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