



FRANCIS HOLLAND SLOANE SQUARE

CO-CURRICULAR ASSISTANT AND EDUCATIONAL VISITS CO-ORDINATOR JOB APPLICATION PACK

TERM TIME PLUS 3 WEEKS | FIXED TERM 1 YEAR | AUGUST 2026

ACTUAL SALARY: Circa £31,000 pa



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LONDON
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FRANCIS HOLLAND SLOANE SQUARE

General Information

Francis Holland Sloane Square is a highly sought-after, independent selective school for 600 senior pupils aged 11 to 18 (HMC and GSA). The School is located on a spacious site in a beautiful residential part of Belgravia, close to the Saatchi Gallery and many cultural institutions such as the Victoria and Albert Museum, the Science and Natural History Museums, the Royal Academy and the Tate Galleries. The proximity to Imperial College offers us unparalleled access to lectures and support.

The School has enjoyed some significant building developments in recent years to accommodate a dramatically increasing roll and our vision for creative learning for the real world. Most recently, the Sixth Form (150 pupils) has moved into a spacious and inspirational building called The Old School House, which forms a bridge to higher education and provides an exciting environment for young people to develop their independence.

Francis Holland Sloane Square is overall a vibrant international community, and families from major cities abroad often seek places for their children here as a priority. Each member of staff is involved in the pastoral life of the School, normally as a Form Tutor, and the care of the children is renowned and exceptional. A team of counsellors provide additional support to the pupils and staff, reflecting our emphasis on supporting wellbeing.

A very wide range of co-curricular opportunities is also offered to the pupils, and all staff contribute to this vibrant and vital dimension of the School. Over sixty clubs and societies, outstanding music and drama opportunities and our renowned art department are complemented by an exceptional sporting reputation which benefits from the superb facilities of nearby Battersea Park. Overseas trips and annual expeditions for all pupils build resilience and independence. The School has a distinctive emphasis on creativity and innovation, and all pupils learn to use their 'time, talent and treasure' in the service of the local and wider community. Volunteering and fundraising are strong, and all students develop an understanding of social enterprise, with many setting up their own business ventures.

Academic standards are consistently high throughout the School, placing it amongst the most successful schools in the UK with outstanding results at [GCSE](#) and [A Level](#). On leaving, after A Levels, students proceed to a wide range of prestigious higher education institutions across the globe. The staffing ratio is generous, and the School has its own attractive salary scale.



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The Role

Francis Holland School is seeking to appoint an organised, proactive and personable Co-Curricular Assistant & Educational Visits Coordinator to play a pivotal role in supporting our vibrant programme of clubs, activities, and educational visits.

This is a varied and highly valued role at the heart of school life. The successful candidate will combine strong administrative skills with excellent organisational judgement, ensuring that our co-curricular provision runs smoothly and that all educational visits are safe, compliant, and of the highest quality.

The postholder will act as the school's Educational Visits Coordinator (EVC) (training provided) during the maternity leave of the current postholder, working closely with colleagues across the school to deliver an outstanding experience for pupils.

At Francis Holland, we believe deeply in the importance of co-curricular life in shaping confident, capable young women. This role is central to ensuring that every pupil has the opportunity to explore, and to thrive beyond the classroom.

Key Responsibilities

Co-Curricular Programme:

- Monitor lunchtime and after-school clubs to ensure high-quality provision.
- Oversee rooming and logistics for all co-curricular activities.
- Manage SOCS, including registrations, attendance tracking, reporting, and staff support.
- Publish club timetables and coordinate communications to staff and parents.
- Support the promotion of clubs through preparation for assemblies, displays, and digital platforms.
- Contribute to the production of the annual co-curricular booklet and marketing materials.
- Liaise with departments including PE, Music, Drama, and Ballet to support provision.
- Support co-curricular events and wider school activities.

Front-Facing:

- Be based in reception after school (4:00–6:00pm) to support parent queries.
- Maintain a professional and welcoming presence for pupils, parents, and visitors.

Educational Visits Co-Ordinator (EVC):



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- Coordinate all school trips, ensuring all documentation (risk assessments, letters, approvals) is completed accurately and on time.
- Oversee compliance with school policy, Trust procedures, and DfE guidance.
- Support and advise trip leaders throughout the planning process.
- Upload and manage visits using EVOLVE.
- Maintain central oversight of all visits, including safety, planning, and execution.
- Support staffing arrangements for trips alongside SLT.
- Act as an emergency contact for some residential trips (shared with SLT).

Trip Planning and Logistics:

- Support planning and delivery of residential and whole-cohort visits.
- Liaise with travel providers to arrange transport, accommodation, and activities.
- Manage passport/visa data securely using school systems.
- Maintain central trip tracking systems and SOCS calendar.
- Organise catering arrangements (including packed lunches).

Duke of Edinburgh (DofE):

- Manage administrative processes and communications for Bronze and Silver expeditions.

Additional:

- To take responsibility for the safeguarding of young people in line with the school's policies and procedures.
- Maintain accurate financial and administrative processes (including liaison with Finance for paid clubs).
- Undertake other duties as reasonably required by the Deputy Head Co-Curricular & Operations.

Person Specification

Essential:

- Excellent organisational skills and attention to detail.
- Strong administrative experience and ability to manage multiple priorities.
- Confident user of Microsoft Office (particularly Excel) and ability to manage data accurately.
- Clear and professional communicator, both written and verbal.
- Ability to build positive relationships with staff, pupils, parents, and external partners.
- Calm, reliable, and solutions-focused approach.



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- Ability to work both independently and collaboratively.
- Willingness to undertake EVC training and safeguarding/compliance training.
- Commitment to safeguarding and to the wider life of the school.

Desirable:

- Experience of working in a school or similar environment.
- Experience coordinating trips, events, or complex logistics.
- Familiarity with SOCS, EVOLVE, or similar systems.
- Understanding of DfE guidance on educational visits and risk assessment.
- Experience supporting a co-curricular programme or enrichment provision.
- First Aid qualification.
- Experience supporting Duke of Edinburgh Award administration.



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Role Expectations

Detailed below are the main professional requirements expected of all staff at Francis Holland:

- to act in accordance with the aims, policies and procedures of the School and department;
- to foster a disciplined and stimulating learning environment and to encourage enthusiasm for learning, and understanding of the subject;
- to teach and prepare carefully allocated lessons using resources and strategies suited to the age and ability of the girls, in accordance with the syllabus; to contribute to planning schemes of work, as appropriate;
- to be responsive to the needs of individual pupils and to liaise with the Head of Learning Support and other staff with specific requirements when necessary;
- to set prep, mark work and keep records as required; to monitor the progress of allocated groups and individual students; to assist in invigilating, setting and marking examinations, and in internal moderation;
- to be punctual and to meet deadlines;
- to attend staff and departmental meetings when in school, and to contribute as appropriate to administration and development; for example, to contribute to discussion and development of teaching and learning strategies;
- to keep up to date with subject and professional developments
- to attend parents' evenings and meetings with parents, write reports and respond to parental inquiries;
- to take appropriate educational visits; to support/contribute to co-curricular activities as may be reasonable; to attend church services, certain special events and designated assemblies;
- to take pastoral responsibility as appropriate;
- to follow Health and Safety procedures;
- to share in the provision for cover for absent colleagues and other duties;
- to foster good relations within the school community;
- to carry out any other responsibilities which may be reasonably be required or delegated by the Head of Department and/or Head;
- FHS is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to DBS clearance.



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Application

Interested candidates are invited to submit an application via My New Term. The closing date for applications is **8:00am on Tuesday 23rd June**. First stage online interviews will take place on **Friday 26th June**. Final stage in-person interviews will take place w/c **Monday 29th June**. Applications will be considered as they are received. The school reserves the right to appoint at any stage.

All appointments at Francis Holland School are conditional upon clearance by the Disclosures and Barring Service (DBS testing).

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. As part of the recruitment process, online and social media checks will be carried out prior to interview. Appointment to this role is subject to statutory safeguarding checks, including a satisfactory DBS certificate and references. This post is classed as regulated activity with children, as it involves the teaching, training, or supervision of children on a day-to-day basis, and is therefore exempt from the Rehabilitation of Offenders Act 1974.