

Job Description for Careers, Educational Visits and Events Co-ordinator (EVC) and Cover Manager

Objectives of the role:

- To ensure that pupils are provided with impartial careers information, opportunities for learning and advice/guidance to enable them to develop and implement career management skills.
- To implement the careers plan to ensure that all Gatsby Benchmarks are met.
- Provide opportunities across both phases of the school.
- To manage all areas directly related to educational school trips and events.
- To lead on the organisation and admin of off-timetable extra-curricular days across the school year.
- To train as Educational Visit Coordinator (EVC).
- To ensure effective cover is in place for all lessons.

Principle responsibilities - Careers:

- To effectively plan, implement, and deliver the careers programme.
- To deliver impartial careers information, advice and guidance to professional standards on a range of learning opportunities.
- To enable pupils to develop and implement career management skills through providing access to a range of methods including individual guidance (face to face), group work and on-line support.
- Responsible for oversight of work experience organisation and outcomes.
- To assist with enabling young people to complete career actions plans to agreed quality standards.
- To liaise with external partners, including employers, learning providers and career guidance services to ensure effective implementation of the careers plan.
- To track the ongoing destinations of all leavers Y11 leavers.
- To ensure that, in line with quality assurance, effective record keeping is maintained to a high standard.
- To refer young people to work and training opportunities as appropriate.
- To provide information and advice to the parents/carers of young people.
- To fully participate in ongoing training and development activities and be responsible for keeping up to date with learning opportunities.
- Provide First Aid support according to policy and procedure.
- Provide general administrative support using Microsoft word, excel alongside school systems such as SIMS and classcharts.
- Maintain confidentiality at all times.



- Assist with the effective operation of the main office and support team operations as directed by the Strategic Operations Lead.
- 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 paperwork 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 arrange meetings with each Head of Department to discuss the administrative requirements for each day or residential trip or school visit.
- 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.
- To collate all information required for each trip and to ensure all staff attending the trip and the Head, or other nominated member of SLT, receive a copy of all trip information.
- 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 assist with parental group administration and event organisation as required.
- Liaise with the Trust Admissions Team and Marketing Manager, to assist with the creation and preparation of promotional material and press releases etc.
- 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 on a daily basis including contacting supply.
- Organising and ensuring suitable cover work is provided.



Web: www.kentshillpark.school Email: office@kentshillpark.school Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.

- Managing long term supply teachers and ensuring cover work is available.
- Maintaining a supply agency database.
- Entering absence information onto the staff database, i.e. SIMS personnel, to create the cover timetable and ensure accurate records are maintained.
- Provide the daily cover timetable to the team by 8.00am each day.
- Monitoring the school cover budget.

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

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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