

Job Description: Events Administrator

Responsible to:	Office Manager
Job Type:	Permanent
Grade:	6
Hours per week:	30
Working weeks:	39
Location	¹ Larkmead School

JOB PURPOSE

To coordinate all aspects of planned events including activities week, sporting fixtures, specialist school events and off-site residential visits, whilst providing general administrative support as directed by the Office Manager.

OBJECTIVES

- To contribute to the overall ethos and aims of the school – “One Community; individual minds; creating futures”.
- To ensure all school related events are organised in accordance with established school procedures.
- To ensure that all parties affected by any school related events are informed in line with school procedures and within a timescale that allows for any negotiated alterations.
- To constantly seek, consult and implement improvements to the school’s event planning and implementation processes.
- Assist the Office Manager in the delivery of efficient administrative support to the school community and visitors in a polite and calm manner

AREAS OF RESPONSIBILITY

- To have a thorough knowledge and understanding of the relevant school policies and procedures relating to internal and external events, and to contribute to their currency.
- To receive and process all applications to schedule a school event.
- To create and maintain a database of all student involvement in all school events.
- To establish effective working practices with all the key post holders relevant to school events
- Ensure all Health and Safety procedures are followed, e.g. risk assessments completed, authorisation of travel, correct numbers of First Aiders are present on all visits.
- Provide general administrative assistance to Office Manager and wider

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- administration department including student services and Reception.
- Attend regular meetings with other administrative staff to share information/ideas.
- Meet with line manager to undertake annual performance management.

KEY TASKS

- Ensure all residential visits are planned and approved internally by Co-Headteachers and School Business Manager.
- Ensure procedures are followed regarding planning of all educational visits. Ensuring staff use the correct forms and obtain correct authorisation and detailed planning is in place.
- Collate information for educational visits both UK and overseas travel, liaising with external companies obtaining information regarding accommodation, travel arrangements, insurance, risk assessments.
- Ensure all required documentation is complete and passed on to the required authorities regarding overseas travel. Ensure visa applications from the British Council are obtained for non-EU students. Liaise with the British Council, Foreign Embassy's, when required.
- Collate student information for visit leaders regarding emergency contact details together with consent forms, medical information and medication where required.
- Obtain quotations for costs involved in all aspects of any visit, e.g. cost of tickets, insurance, accommodation, etc. Advise the visit organiser of costs involved for the correct charge to be made to parents of students attending the visit.
- Through MCAS (My Child At School) produce correspondence/information and plan payment dates. Chase late payments by letter or telephone and liaise with parents who are having difficulty keeping up with payments.
- Liaise with PP coordinator and School Business Manager with regards to payments and plans for any pupil in receipt of pupil premium funding.
- Liaise with the Trust Finance Business Partner and School Business Manager regarding financial reports, trip reconciliations, payments and refunds.
- Attend relevant training as appropriate to the role (Eg Educational Visit Coordinator (EVC) and risk assessment training).
- Operate relevant equipment/ICT packages (e.g. Bromcom, Word, Excel, databases, spreadsheets, Internet)
- Transfer data in accordance with GDPR and the Data Protection Act. To be prepared to undertake First Aid Training if required.

GENERAL RESPONSIBILITIES

All staff employed by Larkmead School are expected to work within the following policies and procedures:

Safeguarding:

Ensure that all Child protection policies are adhered to and concerns are raised in accordance with these policies

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Health and Safety:

Taking appropriate responsibility for one's own health, safety and welfare and the health and safety of pupils, visitors and work colleagues in accordance with the requirements of legislation and locally-adopted policies; including taking responsibility for raising concerns with an appropriate manager.

Security and data protection:

Work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

Cambrian Learning Trust is committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) as part of their job role.

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Qualifications and Experience

Qualities	Essential/Desirable
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • Minimum of Grade C GCSE in Maths and English (or equivalent qualifications which sufficiently demonstrate the numeric and written skills required). • Evidence of further personal and professional development 	<p>E</p> <p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Working within a school environment • Working as part of a team • Dealing effectively with other (internal and external) agencies • Competent in use of MS Office and email. • Dealing diplomatically, tactfully and sensitively with people in difficult situations • Proven track record of meeting deadlines for daily tasks • Qualified First Aider or prepared to undertake training 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>E</p> <p>E</p>
<p>Knowledge & Skills</p> <ul style="list-style-type: none"> • Effective interpersonal skills • Sound organising skills • Willingness to utilise the possibilities of ICT in the development of the post • Able to work under pressure and to deadlines • Ability to analyse and review data objectively • Flexibility and patience • Commitment, enthusiasm and energy • Willingness to be involved in the wider life of the school community • A sense of humour 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p>

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