JOB DESCRIPTION

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| Job Title: | Trips Administrator |
| Publication Date: | June 2022 |
| Postholder’s Name: | Vacant |
| Postholder’s signature: |  |
| Authorising Officer’s signature: |  |
| Reviewer: | Nik Thomas |
| Review Date: | June 2024 |
| Status: |  |
| Salary: | H4 |

**RESPONSIBLE TO:**

Headteacher and on a day to day basis the Admin Manager/Heads PA

### Purpose Of Role:

The Trips Administrator is responsible for administering all aspects of local, national and international educational trips, including working with subject teachers to ensure that parental communications, incoming payments and travel and accommodation bookings are arranged in an efficient and timely fashion.

Particular Duties:

The Trips Administrator will liaise with the Educational Visits Co-ordinator to:

* Maintain a register of the administrative status of all current and future school trips.
* Enter trips onto the Evolve system for approval.
* Ensure that communications to parents are clear, accurate and timely, and respond to queries.
* Advise trip leaders of the probable cost of trips, based on knowledge and analysis of recent trips.
* Ensure that the appropriate consent has been given for each student.
* Set up payment options on SchoolComms / Arbor.
* Maintain awareness of the payments made by parents and chase where deadlines are approaching. Liaise with parents when payments are not made, displaying tact and sensitivity when required.
* Ensure that suitable risk assessments are completed and/or reviewed (note: the administrator is NOT expected to conduct or sign off risk assessments)
* Prepare reports and data packs for trip leaders and the school’s senior leadership team, including health care plans and medical information.
* Act as a point of contact with the school while trips are occurring, resolving and administrative issues that may occur.
* Process insurance claims for loss, damage or missed trips.
* Review the income and expenditure at the end of each trip and arrange any repayments that may be due.
* Provide cover for the receptionists when required

**General Administration Duties**

* Provide reception cover when required;
* Provide first aid support for students when required;
* Provide admin support for all faculties; prepare letters send texts/emails using Arbor.
* Have access to and be competent with the computerised administration systems.
* Undertake general admin duties.
* Provide reception service for one of the exam results days during the summer term.
* Liaise with uniform provider in conjunction with reception to ensure the smooth running of the uniform ordering system.
* Undertake other duties which the Headteacher may reasonably require;

### Shared Responsibilities As A Member Of The Admin Team:

* Help ensure the smooth running of the school.
* Play a full part in shadowing each other’s role so that, in the event of staff absence and at times of pressure, roles can be interchanged flexibly.
* Make constructive suggestions for improvement in administration and other procedures that are conducive to efficient and effective operation and supportive of the core purpose of the school (pupil learning).
* Support other members of the team in the fulfilment of their responsibilities.

It is a responsibility of all staff to safeguard the welfare and rights both of students and colleagues. Staff should be conscious of their actions and their words and the impression and impact this may have. At Nobel we show respect to all regardless of gender, race, ethnicity, religion, orientation or age.

#### CONDITIONS OF EMPLOYMENT:

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

**NOTES:**

This post is part time: 37 hours per week, term time only plus 3 days (38 weeks plus 2 inset days and 1 exam results day in August. This post is subject to a flexible working arrangement. The precise times worked are subject to agreement with the Headteacher.

Indicative working hours: 8.00am - 4.00pm (3.30pm Friday)

**Person Specification: Trips Administrator**

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| **Essential** | **Desirable** |
| **SKILLS AND EXPERIENCE** |
| GCSE Maths/English minimum grade C, or equivalent. | Evidence of further study |
| Good IT skills (document formatting in MS Word; knowledge of basic formulas in Excel) |  |
| Dependability and very good organisational skills. |  |
| Strong verbal written communication skills. |  |
| Good time management and prioritisation skills |  |
| Experience of working to deadlines in a busy office environment | Experience of working in schools, or in the management and administration of group travel |
| **PERSONAL QUALITIES** |
| Collegiate and supportive approach to working in a team. | Perseverance. |
| Ability to respond calmly and courteously in the face of challenge. |  |
| Ability to establish good relationships with pupils, parents and staff. |  |
| Commitment to the success of our students. | Willingness and ability to participate in extra-curricular activity. |
| Enthusiasm and good sense of humour. |  |
| Professional discretion. |  |
| Flexibility. |  |