

THE POST

The Educational Visits Administrator is an important role as you will work with the Educational Visit leaders and the Educational Visits Coordinator (EVC) to ensure the Schools Educational trips, visits, Duke of Edinburgh programme and PE sports fixtures all run effectively and provide safe and valuable learning experiences to the students.

Experience of working in a school is not essential in this role but it may be an advantage depending on your past responsibilities and skills.

Lutterworth College
Bitteswell Road
Lutterworth
Leicestershire
LE17 4EW



EDUCATIONAL VISITS ADMINISTRATOR

(Permanent position to start as soon as possible)

We are seeking to appoint an experienced administrator who is able to deal with a busy workload organising multiple trips and visits throughout the school year.

18 hours per week term time only, plus a balance of 36 hours to be worked during busy periods to support more complex residential trips, attend training days and other events that may take place outside normal working hours.

Flexible working hours are available with a combination of on-site & home working considered for the right candidate.

Grade 6 (Pt 9-10): £8,520 - £8,691 per annum (actual salary)

"Pupils are friendly and outgoing. They are curious and have excellent study habits"
(Lutterworth College Ofsted, November 2017)

We would like from you:

To have excellent communication and interpersonal skills.
To have GCSE A*-C or equivalent in Maths and English.
To be a team player with loads of energy and enthusiasm.
To have experience of administration and a good working knowledge of Word and Excel.

We can offer you:

A strong commitment to your training and development.
Fantastic staff & students who are a pleasure to work with.
The opportunity to support students experience.

For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application form to:

Diane Orton E-Mail: d.orton@lutterworthcollege.com

Closing date: Friday 2nd September (9am)

Interview Date: To be confirmed

The Lutterworth Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and a satisfactory Health Check

JOB DESCRIPTION

Post Title:	Educational Visits Administrator
Purpose of Post:	Ensuring Trip Leaders have all of the relevant information to provide a safe and valuable learning experience for the students. To be responsible for all aspects of the School's Educational trips and visits operation including Duke of Edinburgh Award and PE fixtures.
Reporting To:	Student Services & Data Manager/Educational Visits Coordinator
Salary / Grade:	6 (points 9-10)
Hours:	<p>Flexible working hours are available with a combination of on-site & home working considered for the right candidate.</p> <p>720 hours per annum. Approximately 18 hours per week during term time with the balance to be worked during busy periods in order to support complex residential trips or as part of required attendance at College events such as training sessions. Working patterns are reviewed on an annual basis and may need to be varied to meet operational needs.</p>
Main (Core) Duties	
	<ul style="list-style-type: none"> • Being the main point of contact for organising and arranging all Educational Visits, including Duke of Edinburgh and PE sports fixtures; • Production of formal trip letters to Parents/Carers; • Using Parent Pay to set up payment items and consent for all Educational Visits; • Collating and monitoring parental consents and student medical information for Visits and chasing up outstanding information; • Production and reconciliation of costing sheets for each Visit to ensure viability, verifying all associated invoices • In conjunction with trip organiser, book transport, venues, tickets for Educational Visits; • Production and collation of all necessary paperwork/information packs for all Educational Visits including DofE; • Monitoring and applying Pupil Premium contributions to Educational Visits; • Coordinating the school's enrichment programme; • Preparing Educational Visit risk assessments; • Collating passport information etc. for foreign residential trips; • Attending and participating in meetings as required; • Administration of Duke of Edinburgh and Evolve systems • Monitoring First Aid and Minibus training requirements • Assisting EVC with Trip Leader training sessions

	<ul style="list-style-type: none"> • Any other duties commensurate with the duties/responsibilities/grade of the post. • Participate in training, other learning activities and performance development as required
Additional duties to include:	
	<ul style="list-style-type: none"> • As part of a team of support staff, provide assistance with the invigilation of examinations if required • As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students • To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in School policies and procedures including Health & Safety • As a member of staff in a School that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations • May be required to accompany and supervise students on educational visits • As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities • To carry out such other duties which may be required from time to time within the grading of the post • To work across Lutterworth College where appropriate – this may mean working in more than one school