

SAPIENTIA EDUCATION TRUST
WYMONDHAM COLLEGE JOB DESCRIPTION
EDUCATIONAL VISITS ASSISTANT (EVA)
BANK CONTRACT

Line Manager:	Trips & Visits Manager
Salary:	Variable; hourly rate
Residential Status:	Non-Resident

THE POST

EVAs are employed on a flexible contract at mutually agreed times, to support College extra-curricular activities including sports fixtures, trips and educational visits.

Working for the trip leader, they are employed to drive the College minibus/car and/or supervise students during the trip/visit. EVAs may also be asked to drive boarders to and from airports/stations at the start and end of terms.

Wymondham College is member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

PERSON SPECIFICATION

The personal competencies expected of all College support staff are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of an EVA are:

- Have effective organisational skills;
- Have excellent communication skills to respond to staff and students;
- Be able to work flexibly, with variable work rates and routines;
- Have good communication and inter-personal skills to work alongside staff and students;

- Be able to conduct themselves in a confident professional manner;
- Have a genuine interest in the education and development of students through extra-curricular activities;
- Be able to maintain confidentiality and committed to providing the best possible service to the College.

The qualifications and previous experience required for an are:

- Have a clean driving licence (no fines, fixed penalties or convictions) and be licensed to drive a minibus;
- Previous experience of work with youth groups or in schools would be desirable;
- A good level of literacy and numeracy;
- Be familiar with using Information and Communications Technology.

JOB SPECIFICATION

General Responsibilities

EVAs are employed on a flexible contract at mutually agreed times, to support College extra-curricular activities including sports fixtures, trips and educational visits.

Working for the trip leader, they are employed to drive the College minibus/car and/or supervise students during the trip/visit. EVA may also be asked to drive boarders to and from airports/stations at the start and end of terms.

EVAs will receive notification of tasks by email/telephone call from the Cover Coordinator in advance at which point the employees will have the opportunity to accept or decline.

EVAs are paid a small retainer each month and are expected to complete an average of at least 6 duties, which included attendance at mandatory training, each half term period.

EVAs are also expected to be available during the College Enrichment Week each year (which is usually the same week as the Royal Norfolk Show).

The post-holder will be required to comply with the Wymondham College Code of Conduct for Staff and Volunteers.

Wymondham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the College's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Specific Responsibilities

Routine:

- Respond promptly to tasking emails/telephone calls;
- Inform the College in advance if you have an extended period of non-availability, due to holidays or sickness;
- Be available for mandatory training, when required, including attending the required minibus driving assessment and a first aid course;
- Complete monthly timesheets promptly and accurately;

For Driving Tasks:

- Prepare for the task by checking and planning routes, if driving;
- Contact the Trip Leader to discuss requirements, including the need to collect packed lunches, any supervisory duties required or any specific duties during the trip;
- Arrive at the College at least 30 minutes prior to the planned departure time;
- Collect the keys to the mini-bus and complete the required checks – fuel, tyres, oil, lights, etc and check the inside for tidiness;
- Complete the task under the direction of the Trip Leader (where there are 6 students or less travelling, the Trips and Visits Minibus Driver may be the nominated supervisor);
- Ensure any incidents or accidents are reported appropriately;
- Ensure the vehicle is left tidy at the end of the trip;
- Ensure the vehicle is parked appropriately, secured and keys returned;
- Inform the College of any fine, fixed penalty or conviction that affects your driving licence and also of any medical condition that affects your ability to drive.

For Non-Driving Tasks:

- Contact the Trip Leader to discuss requirements, including any specific duties during the trip;
- Arrive at the College at least 30 minutes prior to the planned departure time;
- Assist with the checking of students against nominal rolls;
- Maintain good order on the vehicle during the journey;
- Under the direction of the Trip Leader, supervise the students during the activity;
- Ensure any incidents or accidents are reported appropriately.

HOURS OF WORK

EVAs are employed on a contract that does not guarantee any specific number of hours work. Any work undertaken is done by mutual consent at agreed times. However, due to the nature of the tasks, planned times may vary and employees are required to be flexible.

When an EVA accepts a task and is allocated the duty, it is expected that the employee will retain some flexibility around the planned times, to allow for last minute changes, travel disruption etc.

Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
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Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	Your working hours do not include the automatic requirement to work on published CPD days, but you may be required to attend mandatory training and in these cases, the additional hours may be claimed on a timesheet.

REMUNERATION

Salary Details:

The post of EVA attracts an annual retainer of £500, which is paid monthly in 12 equal monthly instalments, for which Trips and Visits Minibus Drivers are expected to complete an average of at least 6 duties each half term period, which includes attendance at two mandatory training days each year.

When an EVA does not complete the minimum amount of duties as a result of refusing offered work, or fails to attend mandatory training, monthly payments of the retainer will be suspended and the employee contract reviewed.

For completed tasks, the Trips and Visits Minibus Driver will be paid by timesheet, monthly in arrears. Payments for the tasks are structured as follows:

Task Duration:	Payment:
Total daily tasks of 5 hours or less: (including split tasks, where there is a period of off-duty during the day*)	£52.50
Tasks of more than 5 hours:	£52.50 for the first 5 hours, plus an hourly rate thereafter, in line with point 5** of the Support Staff Salary Scale.
Residential Tasks:	Paid @ 10 hours per 24 hour period, as above plus the hourly rate for part-days.

*For split tasks, where the period of off-duty exceeds 8 hours and/or the duty hours are anti-social, the split task may be counted as separate duties, at the College's discretion.

**Point 5 of the Support Staff Salary Scale equates to an approximate hourly payment of between £12.80 and £13.03 per hour. All payments include holiday pay.

Other tasks, such as attendance at mandatory training beyond the two days included in the retainer, will be paid at the hourly rate.

In the event of a task being cancelled, compensation may be due, depending on the notice given, as follows:

- More than 3 working days notice – no compensation
- Less than 3 working days (but more than 24hrs) notice – 25% of payment for planned duty

- Less than 24hrs notice – 50% of payment for planned duty.

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The annual salary will change each year depending on the days and weeks in the academic year.

As salaries payments are averaged out over the 12 months of the Academic Year, if an Individual begins employment with the Trust, or an Employee changes their contract, part way through the Academic Year a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year.

Annual holiday entitlement for full-time support staff is 33 days (including bank holidays), rising to 37 days after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

College staff enjoy a number of non-contractual benefits, including free refreshments and midday meals during term-time.

The post-holder will be entitled to join Wymondham College's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Wymondham College employees.

PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

REVIEW

The Job Description will be reviewed annually as part of Wymondham College's Performance Management programme.