

# Job Description

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**Job Title:** Enrichment Coordinator

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**Location:** Great Yarmouth Charter Academy

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<b>Job title</b>	<b>Enrichment Coordinator (Fixed Term until 31/08/2025)</b>
<b>Salary Scale</b>	<b>Scale D</b>
<b>Hours of Work</b>	<b>Part time – 15 hours per week / 3 days</b>
<b>Weeks Worked</b>	<b>Term time + 1 (39 weeks)</b>
<b>Responsible to</b>	<b>Senior Vice Principal</b>
<b>Location</b>	<b>Great Yarmouth Charter Academy</b>

**Main purpose of the role**

- This is a busy and varied role. Its main purpose is to coordinate and administer the school’s extra-curricular electives programme and other curricular activities, such as trips, character days and projects; The role plays an integral part of the business support team and will require support in many, varied tasks.

**Organisational relationships**

- Responsible to the Senior Vice Principal.
- Liaises directly with a range of stakeholders, including students and parents, external service providers, academy staff, Central Trust Staff.

**Principal accountabilities and responsibilities**

Overall	<ul style="list-style-type: none"> <li>• To ensure adequate provision for the electives programme throughout the academic year. Ensuring a wide range of activities are available to students.</li> <li>• To manage and maintain the elective, trip, character and extra-curricular budgets, keeping accurate records of all transactions.</li> <li>• To effectively communicate the elective options to students and families in a timely manner.</li> <li>• To collect responses and ensure students are assigned their choices fairly and consistently and these are communicated to students and their parents in advance.</li> <li>• To ensure the school MIS and calendars are updated as required with details of the electives programme, trips, character days and other curricular activities and trips run by the school.</li> <li>• To manage the payment systems for events and trips.</li> <li>• To build and maintain positive working relationships with service providers.</li> <li>• To create and communicate required service levels with providers, under the direction of the senior leadership team.</li> <li>• To assist the Attendance Officer with student attendance procedures for trips and elective programmes.</li> <li>• To work as an integral part of the business support team, liaising closely with the department and office manager.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To undertake any other duties for the school of an administrative nature or within the scope of the post as determined by the Office Manager.</li> <li>• To attend trips as required</li> <li>• To track the impact of the trips on students through pupil voice and surveys</li> <li>• To carry out enrichment projects for example Open Facilities Funding projects.</li> <li>• To undertake first aid training and first aid duty</li> <li>• To manage student records and information in conjunction with other departments.</li> <li>• To collate and order any equipment needed for enrichment projects</li> <li>• To assist with the organisation of Duke of Edinburgh courses</li> <li>• To manage and track the hiring of the schools facilities to external agencies</li> <li>• This is a varied role within a busy school administration department. It requires a proactive, organised and methodical person who can work well as part of a team.</li> </ul>
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### **Employee commitments**

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### **Performance Management**

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### **Context**

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good level of education preferably including GCSE (or equivalent) in Maths and English</li> <li>• NVQ Level 3 or equivalent in a relevant discipline or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Development, management and operation of organisational and administrative procedures</li> <li>• Problem solving and of dealing with and prioritising a wide range of day to day tasks</li> <li>• Dealing with confidential information</li> <li>• Working in a busy business / school environment</li> <li>• Managing working relationships with many stakeholders</li> <li>• Working effectively with colleagues at all levels</li> <li>• Budget management</li> </ul>	
<b>Skills, Knowledge</b>	<ul style="list-style-type: none"> <li>• Able to work on own initiative, with minimal supervision in a highly professional and confidential manner</li> <li>• Ability to manage and to prioritise tasks in a fast moving environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Google Platform including GMail and Drive, or Microsoft Office Suite</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to build good working relationships with a range of external stakeholders and to be able to deal with difficult, often unexpected, situations as and when they arise in a calm and effective manner.</li> <li>• Excellent IT skills, including being skilled in the use of Microsoft Office products including Word, Excel and Powerpoint</li> <li>• Ability to work constructively and flexibly as a part of the wider Academy team</li> <li>• Can meet deadlines by effective planning and time management</li> <li>• Excellent communication skills, both written and spoken, in dealing with a wide range of visitors / stakeholders</li> <li>• Proactive and flexible approach with ability to embrace a fast paced changing environment</li> <li>• Ability to work with tact and diplomacy</li> <li>• Ability to motivate and negotiate</li> <li>• Displays commitment to the protection and safeguarding of children and young people</li> </ul>	
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**Signature .....**

**Date .....**

**Name .....**