Job Description

Job Title: Finance and Administration Officer - Educational Visits

Responsible to: Assistant Headteacher

The purpose of this role:

The Educational Visits Administrator will be primarily responsible for supporting the financial, logistical, and administrative organisation of a wide variety of trips and other opportunities across the school. The postholder will manage trip budgets, reconcile payments, and liaise with staff, parents, students, and a range of external organisations who work with the school.

Main duties:

- To support staff with the planning, organisation, and running of school trips and exchanges, including day trips, residential visits, and international trips.
- To obtain competitive quotes from transport, travel, and other related companies, using Microsoft Excel and school budgeting software to build, model, and scrutinise accurate trip budgets.
- To maintain an up-to-date understanding of the arrangements for safely running an offsite trip, including the processes for risk assessments and relevant national guidance, and liaise with staff to ensure that these are fully understood and adhered to.
- To work within the school finance team to manage the financial lifecycle of all school trips, including setting up payment items, tracking income, chasing overdue family payments, and processing refunds via the school's cashless payment and finance systems.
- To maintain detailed financial spreadsheets in Excel to track trip expenditure against budget, flag potential variances early, and complete end-of-trip financial reconciliations.
- To ensure that communication regarding school trips - including payment schedules, financial terms, and deadlines - is clear and timely, responding to queries from all stakeholders where appropriate.
- To liaise with staff, students, and other organisations as required to support school trips or other similar opportunities.
- To share feedback and information about offsite activities with the wider school community.
- To provide administrative, data-handling, and communications assistance to the line manager (Assistant Headteacher) as required.
- General administrative duties.
- Other duties as deemed necessary by the Headteacher or their delegated representative.

Whilst every effort has been made to explain the accountabilities of this post, each individual task undertaken may not be identified.

Errors and Omissions Excepted

Job description last reviewed: November 2026