



<b>Post Title</b>	Retreats Support Coordinator (Casual)
<b>School / Organisation</b>	Avanti Services Limited
<b>Location</b>	Trust office (Stanmore), school sites and retreat venues as required
<b>Grade</b>	£12.71 Per hour
<b>Contract Type</b>	Casual
<b>Reports to</b>	Retreats Manager
<b>Preferred Start Date</b>	April 2026

### MAIN PURPOSES OF THE JOB

- To provide practical, operational and on-site support for the delivery of Avanti's retreat and spiritual insight programme during term time.
- To strengthen delivery capacity across concurrent retreats, particularly where schools are unable to provide sufficient teachers to support trips.
- To help ensure retreats run safely, smoothly and in line with agreed plans, while contributing to a positive, well-organised and spiritually enriching experience for pupils.

### RESPONSIBILITIES OF THE JOB

#### Retreat delivery support

- Support the planning and delivery of school retreats and spiritual insight activities across different venues and age groups.
- Assist retreats manager and team with set-up, room preparation, registers, resources, transitions, meal arrangements and pack-down.
- Help ensure activities run to time and in line with the agreed retreat schedule.

#### Pupil supervision and welfare

- Support the supervision of pupils during travel, workshops, activities, mealtimes and free time as directed.
- Promote positive behaviour, participation and appropriate staff boundaries at all times
- Escalate any safeguarding, welfare or behavioural concerns immediately to the retreats manager or relevant member of staff.

#### Operational and logistical support

- Provide practical support with venue logistics, equipment, materials and general coordination during retreats.
- Work flexibly across overlapping retreats or peak planning periods where additional capacity is required.
- Assist the team where schools are unable to send enough teachers, helping maintain safe staffing levels and effective delivery.

#### Teamworking and standards

- Communicate clearly with the Retreats Manager and wider team regarding availability, tasks, progress and issues arising.
- Follow Trust policies and procedures, including safeguarding, health and safety, behaviour and staff conduct requirements.
- Complete required checks and training, including an enhanced DBS, before attending retreats.



PERSON SPECIFICATION			
Criteria		Requirement	
		<i>Essential</i>	<i>Desirable</i>
1.	Experience of working with children and young people	X	
2.	Ability to support pupil supervision in a professional and calm manner	X	
3.	Good organisation and ability to manage practical tasks reliably	X	
4.	Strong communication and teamworking skills	X	
5.	Demonstrates a consistent track record of meeting deadlines, managing workload effectively, and following through on agreed actions	X	
6.	Willingness to work flexibly across school sites and retreat venues	X	
7.	Understanding of professional boundaries and safeguarding responsibilities	X	
8.	Ability to remain calm under pressure and respond appropriately on trips	X	
9.	Experience supporting trips, camps, retreats, youth activities or events		X
10.	Experience in a school, youth, faith-based or community setting		X
11.	Demonstrates an understanding of, and commitment to, supporting pupils' personal development, wellbeing, and engagement, aligned with the school's ethos.		X
12.	Ability to travel independently between sites		X
13.	Commitment to the safeguarding and welfare of all students	X	

FURTHER INFORMATION
<p>Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you 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 Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.</p> <p>For further information - <a href="#">Child Protection &amp; Safeguarding Policy</a></p>