

Trips & Visits Administrator

Salary	Grade F (points 8 – 13)
Location	St. Aidan's CE High School
Contractual basis	Permanent, 30 hours per week, term time only (+ 1 week)
Responsible to	Finance & Resource Manager
Responsible for	Trips & Visits Administration

The key responsibilities of the Trips and Visits Administrator will be for the administration, organisation and smooth running of all trips and educational visits that take place in school.

The Trips and Visits Administrator role covers:

- Liaising with the lead teacher for educational visits (EVC), Trip Leaders, staff, and Parents/ Carers
- Calculating the cost analysis for trips.
- Working closely with other members of the Finance team.
- Liaising with travel companies and creating trip itineraries
- Booking events, flights, hotels and transport through the relevant companies and agencies.
- Preparing medical information for trips using the school's MIS database.
- Dealing with insurance claims via the school's preferred insurance company

The Trips and Visits Administrator is responsible for:

- Working with the lead teacher and calculating the cost of the trip taking into consideration what was charged last year (if applicable) and making adjustments for the new trip.
- Liaising with other finance colleagues in setting up a trip on ParentPay (current online payment system).
- Preparing Parent Letters and sending via MIS system
- Liaising either with a school travel company with regard to the itinerary and proposed programme for the trip or working with the lead teacher to design your own itinerary if doing yourself.
- Setting up a payment system and recording in the shared diary, when payments have to be requested to ensure that travel companies are paid on time. Reminding pupils/parents when the next payment is due.
- Ensuring supplier invoices are passed to the relevant finance colleague for payment, in line with the Trusts 3 weekly payment runs.
- Working closely with other members of the finance team to ensure payments are correct and any issues are dealt with quickly and efficiently.

- Providing medical / contact lists of all pupils on each trip. Dietary and medical issues have to be given to the organising school travel company if applicable for each trip.
- Liaising with the learning support department to check if any extra staff are required on trips to support students.
- Preparing claims for the school insurance company for medical issues which arise which have prevented pupils from going on a trip.
- Booking transport for the PE department for their extra-curricular fixtures as required where our school transport cannot be used. Organising taxi arrangements as and when required.
- Booking travel for all teaching / non-teaching staff going on courses.
- Maintaining the school's minibus log for bookings. Ensuring that checks are carried out before and after each use and that these are logged accordingly.

Skills and experience you will need

- Excellent communication skills.
- Excellent organisational skills.
- Ability to work under pressure and as part of a team.
- Good IT and administrative skills.
- Good knowledge of Microsoft word and excel.
- Knowledge of TEAMS would be particularly useful (but not essential).
- Knowledge of Arbor and ParentPay would be particularly useful (but not essential).
- It is important for the Trips and Visits Administrator to work closely and effectively with the teaching staff to ensure the successful outcome of each trip. Liaising with parents and pupils to ensure their happiness and welfare on the trips is also important as some children will require special assistance and extra organisation to enable them to go on a particular trip, for example, a child in a wheelchair or pupils requiring teaching assistant support on the trip.
- The role of the Trips and Visits Administrator also involves dealing directly with school travel companies particularly when the trip is overseas and also airlines, hotels and restaurants when organising the trip yourself. Booking flights for 60 pupils directly with the airline is common therefore you have to have the confidence to do this.

This job description is liable to variation to reflect changes in the requirements of the post. The post holder may also be required to undertake other duties from time to time.

This job description forms part of the contract of employment on appointment. It will be subject to review and may be amended at any time after consultation, and with the agreement of the postholder.

[July 2024]