



Job Description

Job Title: Educational Visits Administrator

Responsible to: Assistant Headteacher- Educational Visits Coordinator

The purpose of this role:

The Educational Visits Administrator will be primarily responsible for supporting the organisation of a wide variety of trips and other opportunities across the school, liaising with staff, parents, students and a range of 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
- As part of the above, to obtain relevant quotes from transport, travel and other related companies and draw up and provide scrutiny of budgets
- To maintain an up to date understanding of the arrangements for safely running an off site 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 support the finance team with the financial aspects of school trips, including arranging and monitoring payment from families
- To ensure that communication regarding school trips is clear and timely, responding to queries from parents where appropriate
- To liaise with staff, students and other organisations as required to support school trips or other similar opportunities
- To oversee the planning of whole school Activity Days by coordinating staffing and supporting with the organisation of any relevant trips (as above)
- To share feedback and information about offsite activities with the wider school community
- Provide administrative 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: January 2023