

JOB TITLE: School Trips and Finance Administrator

REPORTS TO: Finance Manager

DEPARTMENT: Administration/Organisational Support

SECTION: Secondary School

PURPOSE OF JOB

Under the guidance of senior staff, undertake administrative / financial / organisational processes as required. Assist with the planning and development of support services in relation to the organisation of off-site activities.

PRINCIPAL ACCOUNTABILITIES

Organisation & Administration

- Understand and implement the processes required to organise off-site activities, e.g. costing, parental communications, booking of providers, etc.
- Agree when trips can run, being aware of the school calendar procedures for events, trips and activities, once approved by the Deputy Head.
- Agree costings for each school trip, with final authorisation from finance. Ensure payments are received in the correct timeframe; track budgets and income.
- Use the Schoolcomm's on-line accounting system to administer and manage the school trips accounts.
- Liaise with, and support, trip organisers over all aspects of trip arrangement, ensuring they are working in line with the school policy.
- Assist and supervise staff in the preparation of risk assessments, and preparing the Local Authority off-site activity forms online, via Evolve.
- Undertake training and become the school's Educational Visits Co-ordinator (or support the EVC).
- Liaise with Finance Manager regarding payments to suppliers and any banking of monies regarding School Trips.
- Applying for charity funding when appropriate (various local Trust Funds administered by the Local Authority).
- Keep records of trips/off-site activities.
- Assist with the administration of projects.
- Be aware of the School Trips Policy, and ensure it is up to date.
- Assist with the organisation of Enrichment Week
- Assist the Finance Manager in some aspects of financial administration as required
- Assist with the effective delivery of Financial Support to parents and students as required

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure students have equal access to opportunities to learn and develop
- Contribute to the overall ethos / work / aims of the school
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Responsible for Health & Safety management in own area

GENERAL ACCOUNTABILITIES

- Ensure the effective implementation of school policies with particular regard to safeguarding
- Carry out other duties that may reasonably be required by the Headteacher

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

This job description is based on conditions of employment. It sets out the duties of the post at the time it was prepared. These duties may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Dorothy Stringer School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment