



The Park Community School

Nestled close to the beautiful North Devon coast and at the edge of Exmoor, The Park Community School is one of two 11-16 comprehensive schools in Barnstaple. Park was opened in 1972 following the re-organisation of selective education in the town; however, the origins of the school date back to 1910, with the site housing both the Boys and Girls grammar schools. Many elements of the original buildings remain and these help to link the school to its proud and strong history.

The school currently educates 1453 students, mainly from the town of Barnstaple and outlying villages. In recent years, the popularity of the school has meant that the geographical catchment has increased, with many students now travelling some distance to join us. Most year groups are currently oversubscribed.

The school is a founding member of The Tarka Learning Partnership (TLP), an academy trust with a vision to empower young people in North Devon through learning. The Trust includes Park's main feeder primary schools - Eden Park Academy, Sticklepath Community Primary Academy, Landkey Community Primary Academy, Roundswell Community Primary Academy, Newport Community School Primary Academy, Fremington Primary School along with North Molton Primary School. TLP also includes the Devon Primary SCITT, a partner dedicated to primary school teacher training.

TLP supports Park and ensures academic rigour, collaboration and the further development of teaching and learning. Park also has strategic alliances with the North Devon Academic Board, and is a member of South West Institute for Teaching (SWIFT) and the North Devon Teaching School Alliance. This reflects a key focus of our vision and governance to ensure continual school development.

As part of the Tarka Learning Partnership we are a Safe Employer and thorough checks will be carried out as part of our commitment to Safer Recruitment. Any successful candidate would be subject to a fully enhanced DBS check, and would be expected to adhere to our Safeguarding and Child Protection Policy as well as other mandatory policies. For more information please contact HR below.

Vacancy Details

Job Title: Educational Visits Coordinator

Contract Term: Permanent, Term Time Only

Vacancy Closing Date: 24/02/2023

Interview Date: 01/03/2023

Start Date: ASAP

How to Apply

Please visit <http://www.theparkschool.org.uk/working-for-us> to download the relevant application form. If you would like to discuss any aspects of the vacancy in advance of applying please contact 01271 373131 or email hr@theparkschool.org.uk. **Please note we do not accept Curriculum Vitae.**



Job Description

Job Title: Educational Visits Coordinator

Responsible To: Systems and Support Manager

Work Pattern: 37.5 hours a week, 38.8 weeks per year (term time only), but the working pattern will be variable and flexibility of working hours will be required due to the nature of the trips. Core hours are generally 8am-4pm but trip days are likely to be much longer. Hours above contract can be taken as lieu time. All hours are expected to be worked in only school term time.

Grade: NJC Pay Scale Grade D Points 7 - 12 (£22,369 - £24,496). **Actual starting salary is £19,314, including holiday pay.**

Job Purpose:

To be the Educational Visits Coordinator for Park School supporting trip leaders through efficient and compliant administration and coordination of residential trips, overseas trips, adventurous activities, outdoor education, cultural experiences and curriculum trips.

Principle Accountabilities:

1. Efficient coordination of residential trips, educational visits, Summer School and other educational activities. Having oversight of these on the school calendar and ensuring smooth and safe operation.
2. Accompanying school trips, providing support to teaching in accompanying trips and visits and, where appropriate, driving the school minibus.
3. Assisting with other School Risk Assessments, and other activities as directed by the line manager.
4. Providing first aid support to students and staff whilst supporting trips and visits and providing emergency first aid back up in school. (i.e to cover absent staff and emergencies)

Shared Responsibilities with other Park Colleagues:

1. Foster community Links.
2. Liaise with service providers, schools and colleges where appropriate.
3. Work to strengthen and enhance The Park Community School's values and culture.
4. Safeguarding and promoting the welfare of children and young people.
5. Create a positive behaviour culture based on kindness and empathy

This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

The post holder will be expected to be alert and active on issues relating to student welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a student.

Main Duties:

Key Function 1: Trips & Visits Administration

- Support staff in researching, planning, resourcing, coordinating and promoting trips to ensure a good uptake
- Liaise and support trip leaders for school residentials to promote activities.
- Working with trip leaders and student reception, ensure accurate data entry, and preparation of paperwork onto school administration systems and Evolve.

- Support Summer School by creating a programme of events and activities required during the school holiday/summer school period.
- Support effective parent liaison and social media elements of trips and activities.
- Identify all financial aspects of school trips and visits. Liaise with the finance team to confirm parent payment plans and budgets for authorisation by finance. Work with office and finance staff to ensure payment plans are effectively maintained.
- Work closely with the Trip Leader, the finance staff, catering staff (where appropriate), to agree the financial, insurance, FSM and other relevant arrangements of trip or event.
- Liaise with senior leaders preparing information to ensure educational trips and events meet the school's requirements.
- Keep up-to-date with all legislation and best practice advice on the running of educational visits and events, and ensure that all activities and events meet guidance requirements.
- Ensure Health and Safety procedures, including Risk Assessments and Emergency Procedures are rigorously formulated and applied. Formulate and use Standard Operating Procedures, that staff can use as a basis for any Risk Assessments, Working with trip leaders, discuss the SOPs and ensure they are correct for each visit. These will need regular review and updates.
- Ensure staff involved in the running of trips and events are appropriately trained eg for driving the minibus and those involved in designated tasks such as Group Leader. Ensure all staff involved in trips/activities are equipped with the standards expected by the school, risk assessments and trip pack to enable them to safeguard themselves and others.
- Liaise with trip leaders to arrange changes to trip lists (this could be students opting out of trips or the school refusing a place to a student) and consider implications, inform the finance team of refunds.
- Develop and implement clear and consistent systems, procedures and protocols for communication of trips to parents/carers. Be the first point of contact for parental queries before, during and after the trip (within normal working hours)
- Oversee and assist in the preparation of procedures for all educational visits, advising the group leader as required, making staff aware of the detail of all proposed visits and events;
- Liaise with first aid to ensure first aid kits and medication are prepared and ensure they are collected prior to the trip by the designated person for use on school visits.
- Ensure students are accounted for at the start and end of trips events and provide accurate reporting of attendees and support senior colleagues with trip evaluations and management information.
- Provide information to inform any travel insurance claims as needed.
- Keep records of all trips and events. To include a post visit debrief and participant surveys to record successes and areas to learn for future events and activities. Ensure any issues are recorded and passed on for further action where necessary.
- Support some trips and visits in the school calendar.
- Be available, or arrange appropriate SLT support rota to be on call during trips.

Key Function 2: Trips & Visits Support

1. To accompany many of the school trips and educational visits (UK and overseas) as required
2. Duties on school trips will be under the direction of the trip leader and will include:
 - a. Supporting management of students as directed by the trip leader.
 - b. Handling financial transactions as required.
 - c. Driving the minibus, refuelling as needed.
 - d. First responder for first aid.
 - e. Understanding responsibilities in relation to Safeguarding and child protection and how to highlight an issue or concerns.
 - f. Remaining vigilant to ensure all students and their personal data are protected from potential harm.

Key Function 3: Other Support and Services

- To support colleagues in school major events/activities. E.g School Open days
- To provide occasional/emergency first aid support in school in the absence of principle first aiders

Plus any other task that the Head Teacher deems appropriate.

Safeguarding Level B:

This post will involve working with children in regulated activities on a daily basis and therefore will be subject to an enhanced DBS check.

To be alert and active on issues relating to student welfare, safeguarding and child protection. To raise significant and low-level concerns, make appropriate referrals and follow up on all matters which may affect the wellbeing of a student.

Personal Specification:

We expect our staff members to role model positive behaviours for young people, be resilient and adaptive in a school with rapidly changing needs, and help promote a supportive and compassionate working environment.

Shortlisting will be ranked based on the essential criteria (set out in the table below) being evidenced where possible in your application form. Candidates who are successfully shortlisted, will be invited to an interview to explore their suitability for the job.

The Park Community School, and Tarka Learning Partnership, is a Disability Confident Committed employer. If you are disabled and meet the minimum essential criteria (highlighted), you will be guaranteed an interview. Please complete the information on Page 15 of the Application Form.

We know there is no 'perfect' candidate, so if you meet most of the criteria and feel you would be an asset to the team, we would encourage you to apply. We provide training and mentoring to give you the best opportunity to excel in your role. The table below is not exhaustive and many more personality traits and skills are required to join the team.

In addition to the interview you may be required to perform a Task and, or undergo an Observation of skills in practice. If applicable, this is indicated in the Assessment Method column below as follows:

A = Application

I= Interview Questions

T = A Task

O = An Observation

Category	Essential	Assessment Method	Desirable	Assessment Method
Qualifications, Education and Training	Good standard of GCSEs (Maths and English grade C or above)	A	Education to A Level standard	A
	Excellent IT Literacy	A, T	Business administration or secretarial qualification	A
	Willingness to undertake training and self-development	A, I	Experience of using school IT systems	A
	First Aid Qualification or willingness to become qualified	A, I	Devon County Council approved minibus driver	A
	Full clean driving licence and willing to drive a minibus	A, I	Multi-lingual	A, I

Professional Knowledge and skill	Event organisation	A, I, T	Experience of Education Visits coordination	A, I
	Work in an educational environment	A	Outdoor education experience	A
	Risk Assessments	A, T	Knowledge of Data Protection	I
	Knowledge of Safeguarding	I		
	Health and Safety awareness and practical implementation	A, I, O		
Experience	Planning and logistics	A, I		
	Implementing safe standard operating procedures	A, I		
	Ability to work across various computer packages to support the required attention to detail and heavy administration required for this role	A, T		
Professional Skills/Attributes	Thrives working in a very busy office environment	A, O		
	Able to work to tight deadlines	T, O		
	Physically able to travel/drive	I		
	Strong attention to detail	A, I, T		
	Strong communication Skills	A, I, O		
	Good team worker	A, O		
	Good interpersonal skills	A, O		
Attitudes	Risk averse	A, I		
	Significant flexibility in working hours and willing to travel to support trips	I		
	Empathy & appreciation of diversity and different customer needs	I		

	Able to work under own initiative and independently	T, O		
	Able to reflect and learn from experience	I		
	Resilient and able to function well under pressure and to tight deadlines	A, I		
	Positive attitude as a role model for students	I		