



Support Staff Vacancy Details

The Park is one of two 11-16 comprehensives 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 1472 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.

This role is critical to the smooth running of the school day and supporting the needs of our community users who use the facilities during the evening and at weekends. It involves a wide range of tasks across a large campus, so if you like to be busy, are physically fit and like working as part of a team, this could be the role for you. All essential training can be provided for the right candidate.

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 is also the employer of staff in both 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 Dartmoor Teaching School Alliance 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. We do not accept Curriculum Vitae. All successful applicants will be required to undergo an Enhanced Disclosure and Barring Service (DBS) check.

Job Title: Educational Visits Coordinator (Maternity Cover)

Contract Term: Fixed Term Contract - 1 Year

Vacancy Closing Date: 9am on 9th July 2024

Interview Date: w/c 15th July 2024

Start Date: 9th September 2024

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:** SLT Trip Lead/Front Office Lead
- Work Pattern:** 37.5 hours per week, 38.8 weeks per year (term time only)

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.

Please note there is mandatory training required on 26th September 2024 that this post holder will be required to attend.

- Grade:** NJC Pay Scale Grade D Points 8 - 12 (£24,702 - £26,421).
Actual starting salary is £21,425 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. The role will be based in the Front office in order to support the Front Office team when required.

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

- Working with trip leaders ensure accurate data entry, and preparation of paperwork onto school administration systems and Evolve.
- Support the finance team in Identifying all financial aspects of school trips and visits. Support where appropriate late payments and management of students with the trip lead.
- 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 and attendance 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.
- 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.
- Keep records of all trips and events.
- Support some trips and visits in the school calendar
- Set trips up, when required, on MCAS
- Be available, or arrange appropriate SLT support rota to be on call during trips.
- Work with trip leaders to resource trips and get quotes. Hand these to finance for costing feasibility

Key Function 2: Other Support and Services

- To provide occasional/emergency first aid support in school in the absence of principle first aiders
- To support the front office team as and when required as directed by the Front Office Lead including:
 - Supporting student reception including assisting students with any stationery and uniform purchases; supply and receipt of administrative paperwork; contacting home as needed; social and personal related resources; lost property; accessing lift keys and lockers; and access to other school services such as printing.
 - Facilitate access and exit to the school site via the security gate intercom ensuring sign in and signing out protocols are met.
 - Supporting visitor reception including welcoming/signing in parents/carers, agencies and contractors
 - Support telephone call point for the school office, record and refer enquiries onto other members of staff as appropriate
 - Support Sign in visitors using the e-Reception software ensuring that the signing in and out protocols are met, appropriate lanyards are issued and supervision of visitors is in place

This job description only contains the main accountabilities relating to the posts and does not describe in detail all of the duties required to carry them out. The post holder may be required to undertake other duties and responsibilities that are commensurate with the nature and level of the post.

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		