



# Trips & Music Finance Administrator

25-30 hours per week, Monday – Friday, term time plus 1 week

Salary H5, £26,409 – £28,624 + Fringe (FTE)

Start date: September 2025

We are looking to appoint a member of the department to be responsible for the administration and finances of school trips and to ensure that we meet the legal requirements with regard to the administration, health and safety and organisation of off-site and educational visits. In addition, to be responsible for the administration of the Music lessons within the school.

Presdales School is a single sex comprehensive school in Ware for girls aged 11-18, with boys welcomed into the Sixth Form. We are a school which values all students, irrespective of their age and ability and helps them to exceed expectations through high quality teaching and learning and the opportunity to take part in a wide variety of activities which will enrich their educational and personal development beyond the classroom.

We provide a caring environment where all students are supported, as well as challenged, to ensure that there is

no limit to their potential. We prepare our students for a world that is constantly changing by encouraging them to be independent learners who are determined, confident and who never give up.

Alongside academic excellence there is a strong focus on enjoyment, excellent behaviour and respect for all.

*The school is committed to safeguarding and promoting the welfare of young people and expects staff to share this commitment. All posts are subject to a safer recruitment process which includes enhanced criminal records and barring checks, scrutiny of employment history, referencing and other vetting checks, including online searches.*

## Closing date for applications:

**9.00am, Monday 30<sup>th</sup> June 2025**

## Please submit:

- A letter of application, no more than two sides of A4, outlining how you meet the person specification
- A completed application form (available on the school website)

*Presdales School is committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from all suitable candidates and encourage those from underrepresented groups, and/ or with protected characteristics, to apply.*

You can post your application to the school, or send by email to:

**[recruitment@presdales.herts.sch.uk](mailto:recruitment@presdales.herts.sch.uk)**

Please note that CVs will not be accepted. Prospective applicants are welcome to visit the school prior to the application process. Please contact the Head's PA at the above email address if you wish to arrange a visit.





# Job Description / Person Specification

## Trips & Music Finance Administrator

<b>Role</b>	<b>Trips &amp; Music Finance Administrator</b>
<b>Accountable to</b>	<b>School Business Manager</b>
<b>Place of work</b>	<b>Presdales School, Hoe Lane, Ware, SG12 9NX</b>

### Duties and Responsibilities

- To liaise with trip leaders to ensure cost effective and compliant running of school trips.
- To ensure that school trips are costed accurately and that they are cost effective for both parents and the school.
- To set trips up on WisePay and launch trips to parents.
- To maintain computerised and paper records in an orderly fashion with structured filing systems.
- To track and collate parental payments and consent, following up on outstanding payments and setting up payment plans where required.
- To work in partnership with the finance team to ensure invoices are paid on time, once payments from students are received.
- To be responsible for the travel packs (administration and medical) and other preparation for school trip leaders to take on the trip.
- To be responsible for the completion of EVOLVE records for all trips and ensure that they are submitted in a timely manner.
- To be responsible for the financial reconciliation of school trips in a timely manner.
- To become confident and familiar with the administration systems of the school ensuring effective and accurate communication within the school community.
- To monitor income and expenditure, ensuring that each trip remains within budget.
- To draft and issue parental communications regarding trips in liaison with the trip leader, responding to queries raised.
- To assist with the costing of some enrichment activities, for example, Leavers Day events, Y11 and Y13 Proms, Drama performances.
- To keep up-to-date with school trip best practice and legislation, ensuring adherence to health and safety and safeguarding requirements.
- To be responsible for the financial administration of the School-employed Peripatetic Music Teachers (currently 4), including the monitor of registers and timesheets, billing for these lessons and communication with parents. This will include resolving queries and credit controlling these accounts.
- Most music lessons are provided by Herts Music Service and this role will be the main point of contact for the Music Service including checking the billing and resolving any queries.
- To become confident and familiar with the school's administrative systems for effective communication within the school.

### Knowledge, Experience and Training

The successful candidate will:

- Have experience of working in an office environment.
- Have high levels of organisational skills and ability to prioritise own and others workload.
- Have GCSE English and Maths (or equivalent) at Grade C/Grade 5 or above.
- Be comfortable with working with numbers.
- Have excellent IT skills, specifically knowledge and use of Excel and including the ability to use multiple portals (SIMS, WisePay, Outlook, on a daily basis).
- Have excellent people skills and telephone manner.
- High standard of written and oral communication.
- Work well as part of a team.

- Be able to work unsupervised and on own initiative.
- Be reliable.

Whilst every effort has been made to explain the accountabilities and responsibilities for this post, each individual task may not be identified.

This job description is current, but following consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the post which are commensurate with the salary and job title.

### **Safeguarding checks**

All appointments will be subject to two satisfactory references, a disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice

### **General Requirements**

All school staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Improvement Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Adhere to school policies
- Undertake any other reasonable duties required

*Whilst this job description is current, and every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified. Employees will be expected to comply, following consultation, with any reasonable request from the Headteacher to carry out tasks and duties that are of a similar level, but not specified in the job description.*