Hitchin Boys' School
Job Description

Position: **Trips & Activities Coordinator**

Reporting to: **Educational Visits Coordinator (EVC)**

Working hours: **25 hours per week over 5 days, 9.30am to 2.30pm**
Term time only (38 weeks per year)

Key Responsibilities

1. Responsible for end-to-end planning, administration and coordination of school trips and activities, ensuring they are compliant with school policy, DfE guidance, statutory requirements and enhance students' learning experiences.
2. Administration of school sports and clubs activities
3. Administration of school minibuses to ensure legal compliance and availability for school use.

Trip Planning & Logistics

- Administrate the trips system (Evolve) to ensure all trips are administered effectively and professionally.
- Maintain a master schedule of all school trips across academic terms to prevent scheduling conflicts - ensuring trips are planned and costed according to school policy.
- Give initial outline approval of proposed trips, after consultation/direction from EVC.
- Coordinate with teaching staff to determine educational goals, itineraries, and transport requirements for local, national, and international trips.
- Undertake SWOT analysis for trips, to proactively access and mitigate against risks where possible.
- Book transportation (buses, flights, trains), accommodation, venue tickets, reservations etc.
- Manage venue bookings and secure group rates, discounts, or educational passes.
- Liaise with school departments, setting closing dates, ballots and monitor student participation.

Financial Management & Budgeting

- Prepare detailed cost estimates and budgets for individual trips.
- Coordinate payment processing, collecting permission slips/payments from parents/carers, and managing vendor invoices in collaboration with the finance team.
- Track expenditure against approved budgets and issue financial summaries post-trip.
- Ensure that trips are planned and costed according to school policy.
- Set trips up on WisePay, track and collate parental payments/responses and follow up as necessary.
- Work in partnership with the Finance team to ensure invoices are paid in a timely manner, once payments from students are received.
- Monitor income and expenditure to ensure each trip remains within budget.

Compliance, Health & Safety

- Ensure all supervisory ratios (staff-to-student) comply with legal and institutional standards.
- Collect and audit student medical information, emergency contact details, dietary requirements, and consent forms.
- Collate and distribute medical and dietary information as appropriate.

- Keep up to date with school trip best practice and legislation to ensure health and safety and safeguarding requirements are met.
- Administer the school minibuses to ensure that they meet legal requirements, are maintained and serviced in line with statutory and school requirements.
- Administer the booking system for school minibuses, liaising with school staff as needed.

Sport & Clubs

- Plan and administer the weekly sporting activities in collaboration with the Head of PE, including (but not limited to) fixture calendar, fixture timings, timetables, bus lists, team sheets, locations, transport, catering and staffing.
- Administer parental communication in the run up to tournaments, including changes to fixtures and cancellations.
- Work with the Head of PE to ensure adequate first aid coverage in place for all fixtures and training.
- Plan and administer the school's club list on a termly basis, including promoting clubs at Year 7 transition events.
- Provide a professional response to any staff and parental enquiries, liaising with parents as needed.

Communication

- Draft and distribute clear, timely trip information and consent letters to parents/carers.
- Attend pre-trip briefing sessions for accompanying staff, chaperones, and parents, where needed.
- Act as the main point of contact for external providers, travel agencies, venues, and transport companies.
- Send out communication to parents, as directed by EVC and trip leaders; responding to queries where appropriate.
- Assist with drafting, reviewing and approval of trip information packs, as needed.
- Keep relevant staff informed of trip details, as required.
- Comply with school policy and statutory requirements on data security and GDPR legislation, maintaining effective records and confidentiality

Person Specification

Education and Qualifications	**Essential**	**Desirable**
GCSE passes in English and Maths, or equivalent	X	
Knowledge and Experience	**Essential**	**Desirable**
Excellent IT skills (Excel, Word, Google)	X	
Previous administrative experience or working in an office environment	X	
Experience of working in a school environment		X
Excellent literacy and communication skills – the ability to make points and provide information and advice clearly and confidently	X	
Understanding of data protection and confidentiality	X	
Personal Qualities	**Essential**	**Desirable**
Well organised with good time management skills	X	
Excellent attention to detail and high level of accuracy	X	
Able to use own initiative and take action accordingly	X	
Able to work well under pressure, meet deadlines & plan priorities	X	
Able to organise work effectively & respond flexibly to changing priorities	X	
Commitment to continuous professional development	X	
Able to work confidently and independently in a busy office environment	X	

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the job incumbent will carry out. The post holder will undertake any other duties commensurate with the grade of the post, in consultation with line manager.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

To conduct this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of Hitchin Boys' School, and to be instrumental in creating an ethos which facilitates the effective education of every student in your care. 'Striving for Excellence' means that every student realises their potential and has barriers to learning removed as far as possible.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All staff will be subject to an enhanced check with the Disclosure & Barring Service.

HBS is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Print name ……. (Member of staff)	
Signed ……. (Member of staff)	Signed …….. (Headteacher)
Date …… (Member of staff)	Date ……. (Headteacher)