

**Post title:** Trips and Events Coordinator - term time only  
**Pay range:** NJC Grade 4, 8-14  
**FTE -** £26,824-£29,540. **Pro-rata -** £22,928-£25,281  
**Line manager:** School Business Manager



Chilwell School

## **Main Purpose of the Job**

To be responsible for the effective coordination, administration, and oversight of educational visits, school events and enrichment activities, ensuring they are planned and delivered in line with school policies, statutory guidance and best practice. The role supports high-quality educational experiences while maintaining the highest standards of health and safety, safeguarding and financial accountability.

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## **Duties and Responsibilities**

### **Educational Visits and Trips**

- Coordinate all educational visits and off-site activities for the school, ensuring consistency, compliance, and high standards of organisation.
- Maintain and regularly review the Educational Visits Policy, ensuring all trips and activities are planned in line with school and Local Authority requirements.
- Act as the lead professional for Evolve risk assessment approvals, uploading and managing all educational visits on the LA Evolve system and liaising with relevant approving bodies.
- Review risk assessments to ensure they are thorough, fit for purpose, and reflect current legislation, guidance, and school policy.
- Update and maintain generic risk assessments to ensure they remain current and compliant.
- Organise and arrange appropriate transport, accommodation, and logistics for trips and visits.
- Make bookings with travel agents, venues, and external providers as required.
- Produce and distribute comprehensive visit packs for relevant staff and ensure key information is communicated clearly and in a timely manner.
- Keep relevant staff informed of trip arrangements, deadlines, and changes.
- Collate and distribute medical, dietary, and safeguarding information as appropriate, ensuring confidentiality at all times.
- Accompany teaching staff and pupils on visits, trips, and out-of-school activities where required.
- Evaluate trips and visits, gathering feedback and identifying areas for improvement to enhance future provision.

### **Finance and Administration**

- Support the tracking, monitoring, and collation of parental payments, permissions, and responses, following up as necessary.
- Liaise closely with finance staff regarding invoicing, payment of suppliers, and reconciliation of income and expenditure.
- Monitor trip budgets to ensure all visits remain financially viable and within agreed limits.
- Maintain accurate, organised computerised and paper filing systems for all trips, events, and activities.

## **School Events and Community Activities**

- Support the planning, coordination, and delivery of whole-school events such as open evenings, celebration events, awards evenings, performances, sports days, and parent information events.
- Assist with the organisation of community-facing events, including quiz nights, fundraising events, and partnership activities.
- Liaise with internal staff, external providers, and community stakeholders to ensure events are well-organised and run smoothly.
- Support logistical planning for events, including room bookings, staffing, equipment, risk assessments, and communication with parents and the wider community.
- Assist with post-event evaluation to inform future planning and improvements.

## **Cygnus (Afterschool Clubs and Enrichment Provision)**

- Support the coordination and administration of the Cygnus afterschool clubs programme.
- Assist with scheduling, rooming, registers, staffing, and communication with parents and carers.
- Support monitoring attendance, payments (where applicable), and overall participation.
- Liaise with staff and external providers delivering clubs to ensure smooth operation and compliance with school procedures.

## **General Responsibilities**

- Keep up to date with best practice, legislation, and guidance relating to educational visits, health and safety, safeguarding, and enrichment activities.
- Maintain confidentiality at all times and comply with school policies on data protection, data security, and GDPR legislation.
- Participate in performance management and review processes in line with school procedures.
- Attend relevant meetings as required and work collaboratively with teaching staff, support staff, and external professionals.
- Participate in training, professional development, and learning activities as required.
- Support the wider office and administration team with general administrative tasks as needed.
- Provide first aid support within student services, in line with training and certification.
- Appreciate and support the roles of other professionals and contribute positively to the wider life of the school.

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This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

**This post is subject to an enhanced DBS criminal record check and an online search.**

<b>Person Specification – Trips and Events Coordinator</b>		
	Essential	Desirable
<b>Qualifications and Training</b>		
Good general education with GCSEs (or equivalent) in English and maths	✓	
Qualification, or equivalent experience, in event planning, project management, or similar		✓
Willingness to undertake further training as necessary	✓	
First aid trained		✓
<b>Experience</b>		
Experience of working within a similar role	✓	
Effective research and budgetary skills.	✓	
Motivated, with the skills to build networks and relationships across a range of external stakeholders	✓	
Excellent organisational skills, including ability to manage multiple tasks and projects and meet tight multiple deadlines		✓
Use of ICT including Excel, Microsoft Office and Google workspace		✓
<b>Skills and Abilities</b>		
Ability to establish relationships at all levels, dealing sensitively with people	✓	
Ability to assist with transition between phases both inside and outside school	✓	
Co-operative and positive, with the ability to work hard under pressure while maintaining a professional attitude	✓	
Adaptable, open to change, and willing to take on challenges with enthusiasm	✓	
Understanding the need for confidentiality and data protection	✓	
Use of ICT including Excel, Microsoft office and google workspace.	✓	
Ability to enlist outside expertise and resources to enhance effectiveness	✓	
<b>Knowledge</b>		
Awareness of pupil premium and free school meals	✓	
Knowledge of school systems	✓	
Awareness of safeguarding issues	✓	
<b>Equal Opportunities</b>		
Understanding of different social backgrounds of pupils	✓	
Full commitment to community cohesion and inclusion	✓	

