



## **JFS SCHOOL, THE MALL, KENTON, HARROW, HA3 9TE**

Acting Headteacher: Simon Appleman

Roll: 2,000 (incl. 600 in Sixth Form)

Tel: 020 8206 3100

### **EDUCATIONAL VISITS CO-ORDINATOR**

**35 hours per week, Term Time Only + 2 Weeks (0.9002 FTE)**

**Scale SO1: £27,802 to £29,519 (Pro rata actual salary £25,029 - £26,574)**

We are seeking to recruit a Educational Visits Co-ordinator who will have day to day oversight of all educational visits, ensuring that all school visits are organised and resourced in line with current best practice and with school policies, and for facilitating the smooth running of school visits through effective liaison with teaching and non-teaching staff.

#### **CORE RESPONSIBILITIES**

- Supporting the Deputy Head responsible for visits.
- Monitoring the educational value, coherence and creativity of educational visits.
- The implementation of the policy and procedures associated with educational visits.
- Responsibility for logistics of all scheduled visits on the school calendar.
- Liaise with the Deputy Headteacher for Jewish Life and Learning to ensure educational visits meet the school's requirements and fit within the school's Jewish ethos;
- Oversee the preparation procedures for all educational visits, both domestic and foreign advising the Group Leader as required, making staff aware of the details of all proposed visits;
- Ensure Health and Safety procedures, including Risk Assessments and Emergency Procedures are rigorously formulated and applied;

JFS is a co-educational inclusive, modern, orthodox Jewish school that strives to produce well-educated, faithful and proud Jews who will be responsible and contributing members of society. JFS is a truly wonderful school. This is clear from our stunning annual public examination results which see us consistently placed in the top five schools in the country outside the independent sector.

Our modern campus is on a 26-acre greenfield site with a welcoming inclusive and warm, caring family environment.

Applications from all faith or non-faith backgrounds are most welcome.

**For an application pack, please visit our website ([www.jfs.brent.sch.uk](http://www.jfs.brent.sch.uk)) or contact the School.**

**Closing date for applications: Noon, Thursday 24 May 2018**

*We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. The appointment will be subject to pre-employment checks, including satisfactory Enhanced Level DBS clearance.*



## JOB DESCRIPTION

<b>Job Title:</b>	<b>EDUCATIONAL VISITS CO-ORDINATOR</b>
<b>Hours of work:</b>	<b>35 hours per week, Term Time Only + 2 Weeks (0.9002 FTE)</b>
<b>Pay Grade:</b>	<b>Scale SO1: £27,802 to £29,519 (Pro Rata £25,029 - £26,574)</b>
<b>Reports to:</b>	<b>Deputy Headteacher, Jewish Life and Learning</b>

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### PURPOSE OF POST

The EVCO will have day to day oversight of all educational visits, ensuring that all school visits are organised and resourced in line with current best practice and with school policies, and for facilitating the smooth running of school visits through effective liaison with teaching and non-teaching staff.

### CORE RESPONSIBILITIES

- Supporting the Deputy Head responsible for visits.
- Monitoring the educational value, coherence and creativity of educational visits.
- The implementation of the policy and procedures associated with educational visits.
- Responsibility for logistics of all scheduled visits on the school calendar.
- Liaise with the Deputy Headteacher for Jewish Life and Learning to ensure educational visits meet the school's requirements and fit within the school's Jewish ethos;
- Assist the Deputy Headteacher with responsibility for the policy and procedure of all educational trips, day and residential;
- 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;
- Oversee the preparation procedures for all educational visits, both domestic and foreign advising the Group Leader as required, making staff aware of the details of all proposed visits;
- Ensure Health and Safety procedures, including Risk Assessments and Emergency Procedures are rigorously formulated and applied;
- Assist in the monitoring of the finances for school visits, as required, in collaboration with members of the Finance Department and Subject Leaders.
- Oversight for logistical arrangements including catering, transport, security, insurance, parent meetings and information and other relevant arrangements of all visits;
- Ensure appropriate training is available to staff involved in the running of school visits, especially for those involved in designated tasks such as Group Leader;
- Assess the competence of Group Leaders and other staff or volunteers accompanying a trip, and monitor Group Leader planning;
- Keep up to date records of staff participation in visits and assist the Deputy Headteacher with selection of staff for visit;
- Liaise with all external providers where necessary for local and international visits;

- Responsible for producing all correspondence for visit to parents in order to gain consent or refuse consent on a fully informed basis. This is to include all letters, emails and website information
- Administration of the ParentPay system including registration and dealing with all parental enquiries
- Administer the Evolve visits system, keeping records of all visits including reports of accidents or issues arising;
- During school hours be the emergency contact for parents and teachers for all school visits. This includes ensuring that all visit documentation is held and is easily accessible during and outside of school hours.
- Responsible for distribution and retrieval of all school mobile phones to staff for school visits and for keeping an up to date log of all activity. This includes responsibility for foreign sim cards (e.g Golan Telecom)
- Responsible for school visit tablet devices. This includes ensuring that all tablets are updated with current medical information.
- All other duties associated with the organisation and completion of school visit activities.

#### **GENERAL RESPONSIBILITIES**

- Assist as required in whole school administration needs
- Assist with examination officer needs in summer

#### **OTHER**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time and may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the School at the reasonable discretion of the Headteacher.
- There may be occasions when it will be necessary to cover other Administrative roles within the School or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- The post-holder may deal with sensitive material and should maintain confidentiality in all School related matters.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School, s/he must report any concerns to the School's Child Protection Officer.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name (*in caps*): \_\_\_\_\_



**PERSON SPECIFICATION**  
for  
**Educational Visits Co-ordinator**

<b>CRITERIA</b>	<b>ESSENTIAL/ DESIRABLE</b>
<b>QUALIFICATIONS AND TRAINING</b>	
Good general education up to 'A' Level or equivalent	E
<b>PROFESSIONAL EXPERIENCE</b>	
Several years' experience working in an office environment.	E
Experience of organising educational visits	D
Proven experience in a role of responsibility	E
<b>PROFESSIONAL KNOWLEDGE AND UNDERSTANDING</b>	
Full working knowledge of relevant policies/codes of practice/legislation.	E
Good working knowledge of databases, spreadsheets and relevant software, including SIMS	E
Awareness of policies and procedures relating to child protection	E
<b>ABILITIES AND SKILLS</b>	
Excellent numeracy/literacy skills.	E
Effective use of specialist ICT packages.	E
Use of specialist equipment/resources.	E
Ability to organise, lead and motivate other staff.	E
Ability to plan and develop systems.	E
Ability to relate well to children and adults.	E
Work constructively as part of a team, understanding school roles and responsibilities and own position within these.	E
Ability to self-evaluate learning needs and actively seek learning opportunities.	E
Ability to approach all aspects of the work in a thoroughly methodical, conscientious manner to ensure continuous improvement	E
Ability to demonstrate absolute integrity, discretion and confidentiality	E
Ability to handle a number of issues simultaneously, while retaining calm, patience and concentration	E
Ability to maintain, initiate and adapt reliable filing systems and to ensure that accurate records are kept, both paper and IT, with knowledge of database management	E
Ability to organise own workload to ensure that deadlines are met, especially when under pressure	E
Ability to prove a commitment to providing an effective service by adopting a flexible, positive and pro-active approach to work	E
Ability to use initiative to secure a solution-focused approach to problems or obstacles	E
Excellent organisational and administrative skills	E
Pro-active self-starter able to seek work, progress it and complete it independently	E
Proven ability to communicate both orally and in writing	E
Strong and effective interpersonal skills in order to establish and maintain harmonious, purposeful and effective working relationships at all levels	E
<b>PERSONAL QUALITIES</b>	
Adaptability, dedication and commitment	E
Commitment to equal opportunities and inclusion	E
Good role model to colleagues and students	E

The School is committed to safeguarding and promoting the safety and welfare of children and young people and expects all staff to share this commitment. All appointments will, therefore, be subject to Enhanced Level Criminal Records Bureau disclosures and other relevant pre-employment screening, including checks with past employers. In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children and young people. Candidates also should be aware that any relevant issues arising from their references will be taken up at interview.