



FOREST SCHOOL

Educational Visits Coordinator and Co-Curriculum Manager

Forest School is seeking to employ an experienced, highly energetic and enthusiastic person to fulfil the new role of Educational Visits Coordinator & Co-Curriculum Manager. The successful candidate will be highly motivated with excellent interpersonal, organisational and IT skills and a strong interest in the full range of the School's co-curricular programme. It is envisaged that the post will suit someone with considerable administrative experience at a senior level. An understanding and experience of educational visits procedures would be highly beneficial.

The successful candidate will work closely with the Deputy Head Co-Curricular (DHCC) and the PA to the Deputy Head Co-Curricular in the following areas:

Educational Visits coordination

- ensures educational visits meet employer and establishment requirements
- supports leaders and managers with approval and other decisions
- assesses competence of prospective group leaders and staff
- responsible for the financial planning and accuracy of proposed trips
- ensures risk assessments meet requirements
- organises training and induction
- ensures parents are informed and give consent
- oversees emergency arrangements
- keeps records of accident or incident reports
- reviews systems, monitors and evaluates practice
- works with DHCC to ensure policy and procedures remain up-to-date

Co-Curricular management

- Management and supervision of the work of the Sports, Music and Outdoor Activities Administrators, the Duke of Edinburgh's Award Manager, Head of Dance and any additional non-teaching Staff on co-curricular matters;
- Acting as a central point for enquiries regarding Forest in Action Days and other Co-Curricular events;
- Responsible together with the DHCC for organising the Forest in Action (FIA) days
- Responsible together with the Heads of House for House Music, House Drama and other appropriate House competitions

General tasks

- Deal with parental enquiries, day to day pupil and teaching staff co-curricular issues;
- Prepare and maintain co-curricular publications and online presence;
- Ensure databases and registers are being correctly completed and in a timely manner;
- Support the HR Department and Director of Compliance to ensure completion of DBS checks and other personnel requirements
- Attendance and minute-taking of the Co-Curricular Committee, Colours Committee and other appropriate meetings;
- Work with the P.A. to the DHCC on the administration of Colours to Pupils

Co-Curricular events

- Liaise with the Marketing Department re. publicity for and of events;
- Produce necessary posters, programmes, seating plans and schedules;
- Co-ordinate ticketing;
- Prepare annual and termly highlights brochures;
- Assist with the organisation of events including, the Prep and Primary Dance and Drama days, Music and Sports events, external visiting companies related to the Co-Curriculum and outreach events.

School Calendar, Facilities & Venues

- Check schedules for potential issues within facilities bookings in relation to co-curricular events;
- Enter, check and edit co-curricular calendar entries as well as room booking for these entries;
- Deal with departments such as maintenance and catering to manage their involvement with co-curricular events;

Finance (working closely with the PA to the DHCC)

- Ensure that all purchases are properly authorised and invoices lodged promptly;
- Monitor funds involved with student/staff purchases;
- Monitor spending in co-curricular budgets;
- Produce required financial information from new teachers.

Additional Duties

- Any other reasonable duties as required by the Deputy Head Co-Curricular.

It is expected that this job description will be jointly reviewed within the first 12 months of the appointment.

Line-management: Deputy Head Co-Curricular
Responsible to: Bursar
Hours of work: Term time: 8am – 5.00pm: Monday – Friday
Plus a further 7 weeks to be worked as follows:

4 weeks in the summer holidays (must include final two weeks of August),
1 week in December/January,
1 week at Easter,
1 week in October.

In addition, you will be required on Open Days and Evenings, Prep & Primary days, Termly Music concerts, House Music and Drama competitions, Senior School plays and other reasonable dates as required.

School holidays: 8.30am – 3.30pm Monday to Friday.