



Administrator – Co-Curricular, Educational Visits and Staff Development Job Description

Job Purpose

The Trips and Visits program provides a progressive framework for experiential learning that embeds core learner attributes like resilience and open-mindedness across all year groups. By bridging the curriculum with diverse cultural, sporting, and community-based opportunities, the school ensures pupils develop into knowledgeable, globally-aware thinkers. The role of the administrator is to support the delivery of these life-changing experiences, ranging from local day trips to longer international expeditions. The school runs a large number of trips, and in the academic year 2024/25, there were 68 Residential trips and 200 Day trips.

The School Calendar Administrator serves as the central coordinator for the school's master schedule, ensuring that all academic, co-curricular, and logistical events are synchronised and communicated effectively. By managing the digital and physical scheduling of internal and external activities, this role plays a vital part in the operational success and safeguarding of the school community.

Hours

0830 to 1530 Term Time Only (plus 1 week of the holiday)

There may be occasions where the hours may shift to facilitate future events, meetings or INSET – these will be agreed in advance.

Report to

Head of Calendar and Trips Logistics and the Director of Co-Curricular

Contacts

Senior Deputy Head, Deputy Head Academic, Director of Sixth Form, Heads of Year, Bursary Team, Database Team, Admin Team, Director of Studies, Head of Learning Support, Trip Leaders, Parents and Students

Department

Trips and Visits Team/ Administrative Support

Key Responsibilities & Accountabilities

Duties will include, but are not restricted to:

Trips and Visits

- Management of all administration relating to School trips and visits, including student lists, setting up and chasing payments and email correspondence with Trip Leaders, using EVOLVE software.
- Liaising with parents on behalf of the Trip Leader for necessary documentation, ensuring that completed forms are submitted.
- Providing admin support for Trip Leaders where necessary
- Liaise daily with the Attendance Officer to ensure all off-site student records and registers are updated and reconciled.
- Support financial administration: Collaborate regularly with the Bursary department to facilitate and manage parental payment reminders and financial queries.
- Action and review trip feedback from staff and students, in collaboration with the EVC and Director of Co-Curricular Activities

Calendar

- Manage the adding and editing of events to the whole school calendar on behalf of staff and the Head of Calendar.
- Attending and scheduling the half-termly future events meeting for calendar planning
- Attending and scheduling the annual calendar meeting for the next academic year and updating the annual calendar with all applicable school events as necessary.

Co-Curricular

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- Administration of Co-Curricular clubs on SOCS
- Tracking the use of SOCs and iSAMS by staff for Co-Curricular activities, including liaising with staff regarding registers being correctly completed
- Reporting on student use of SOCs and supporting Form Tutors in monitoring student commitment to Co-Curricular activities
- Tracking of Tuesday activity sessions; student attendance and registration
- Coordination of Colours & Distinction award communication to pupils and parents
- Liaison with members of the Senior Leadership Team and other staff as appropriate.

Personal Specification

Experience working in a School and in a similar role is essential.

- Excellent oral and written communication skills, with a meticulous eye for detail
- Strong organisational, time management and administrative skills with flexibility to adapt to changing workloads
- A friendly yet professional manner
- Ability to deal sensitively and effectively with confidential information
- Personable and proactive with a positive and enthusiastic attitude
- Ability to work on own initiative whilst able to ask for assistance as required
- Experience of interacting well with people at all levels
- An empathetic individual with the ability to deal confidentially, sensitively and tactfully with staff, parents and pupils
- Ability to work well under pressure, and to prioritise and juggle many tasks
- Proficient in the use of Google (Docs/Sheets/Forms and Drive) and School MIS (ISAMS) – training can be provided
- Strong contextual understanding of a School working environment and wider educational context, with an interest in academic/ educational affairs
- Willingness for continuous personal development.

Training in specific software (EVOLVE, SOCs, ISAMs) will be provided.

Safeguarding

In essence, Operational staff are the “eyes and ears” of the school and play a crucial role in early detection and should ensure that concerns are passed on to the appropriate person immediately.

Awareness and Vigilance:

- Being aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns.
- Understanding that children may disclose concerns to any trusted adult, not just teachers.
- Remaining vigilant in all areas of the school, including corridors, playgrounds, and communal areas.

Reporting Concerns:

- Knowing the school's safeguarding policies and procedures for reporting concerns.
- Understanding the importance of reporting any concerns, no matter how small, to the designated safeguarding lead (DSL) or another appropriate person.
- Recognising that we all have a part to play in safeguarding children.

Creating a Safe Environment:

- Contributing to a positive and supportive school environment where children feel safe and listened to.
- Maintaining professional boundaries with students at all times.

We embody our values of virtue, learning and manners just as those before us have been doing since 1557. We are proud of our modern, inclusive community which is shaped by our Christian Foundation. Our pupils are confident without being arrogant, they look out for each other, they do the right thing, even when no one is looking, and they respect difference: you will see a footballer

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enjoying lunch with a chorister and a dance captain, running a recycling project with a young chess enthusiast.



Brentwood School

We help our pupils to solve problems. In partnership with parents, we teach them to persevere after setbacks, adopt a growth mind-set, and challenge the norm. We encourage them to ask questions in class and take control of their own learning. Of course, they work hard and enjoy great success in and out of the classroom, and once they've left us, many go on to use and develop their leadership skills and achieve beyond their expectations, always remembering what Brentwood has taught them.

That's who we are. We are Brentwood.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Head of Calendar and Trips Logistics.

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