**Trips and Visits Administrator**

**Term time only (plus 1 week), including Training Days**

**Grade F (points 8-13)**

**30 hours per week - £17,593 per annum**

**(Monday – Friday)**

Do you want to work in a school where the behaviour and attitudes of students is outstanding, a school which is driven by strong values, a caring ethos and a commitment to educational excellence, and where each and every student knows the gift of life in all its fullness?  Furthermore, a school where extra-curricular success is amongst the highest in the country and student outcomes are well above national average.

St Aidan’s School requires an enthusiastic and committed colleague to be responsible for our educational visits and trips across the school.

You will have excellent administrative skills, computer literacy and be highly efficient and organised. The ability to be articulate and able to deal sensitively with a variety of situations is essential as you support teachers, pupils, parents and a variety of other professionals both in the UK and abroad.

The ability to be clear and assertive whilst remaining calm, composed, tactful and flexible will be crucial to your success in this role.

Completed applications should be submitted via email to [recruitment@staidans.co.uk](mailto:recruitment@staidans.co.uk) or posted to St. Aidan’s C of E High school **by 4pm on Monday, 15th July 2024.** Please include a covering letter indicating the particular skills and experience you can offer, with a completed application form that can be downloaded, along with a job description, from the school website vacancies page: <https://www.staidans.co.uk/our-school/current-vacancies>

**Interviews will take place on Thursday, 18th July 2024.**

**Safeguarding**

St Aidan’s Church of England High School (Part of YCST) takes safeguarding very seriously and is committed to safeguarding and the promotion of the welfare of all children and the prevention of extremism. We expect all staff and volunteers to share this commitment.

Successful applicants will be required to provide references, undertake an enhanced check through the Disclosure and Barring Service and comply with the Safeguarding Policy and Child Protection Practices of YCST. Checks are also undertaken to verify identity, address, qualifications required for the post, right to work in the UK and previous employment history.