



St Peter's School Huntingdon
St Peter's Road
Huntingdon
Cambridgeshire
PE29 7DD

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Head Teacher Mr C Bennet

Cross Phase Educational Visits Co-ordinator

35-37 hours per week (negotiable.) Term time plus 5 professional days (39 weeks)

Salary scale 3 points 5-6 £19312-£19698 FTE (Actual £1644.91-£16773) This salary is based upon 37 hours per week 39 weeks per year.

Required – January 2022

An exciting opportunity has arisen for an Extra-Curricular Co-ordinator to support the following schools within The Cam Academy Trust:

- St Peter's School
- Hartford Infant School
- Hartford Junior School
- Thongsley Fields Primary School

Specifically, this role involves day-to-day oversight of all educational visits/trips and school events including:

- Organise 6 events per year for all pupils across the primary schools within the trust
- Work alongside the Heads of Faculty/Subject Co-ordinators to ensure that residential trips and visits, day excursions and educational trips, workshops and residencies are comprehensive, well-planned and compliant
- Establish a series of after-school enrichment sessions (masterclasses) running across the year in a range of disciplines for all primary schools within The Cam Academy Trust.
- The provision of efficient and accurate administrative and clerical support to school staff/trip leaders and extended facilities
- Support with years 6-7 and years 2-3 transition activities
- To support DofE and first aid training sessions at St Peter's School
- To undertake first aid training and responsibilities as required
- Work closely with the trip leaders, the bursary team and catering, to agree the financial, insurance and other relevant arrangements of trips or events
- Monitor and lead on management of educational visits, as EVC for the schools, using the Evolve system

- Use Evolve to monitor and record participation in clubs, competitions, groups, societies, and activities
- Liaise with school headteachers to facilitate a programme of visitors and guests to support the curriculum

The ideal candidate should have excellent communication and organisational skills. Be adaptable in their approach and confident in working with a variety of schools within the trust.

To apply for this role, please visit our website www.stpetershuntingdon.org and follow the vacancies link or email recruitment@stpetershuntingdon.org. The closing date for receipt of applications is midday on **Friday 28th January 2021**. Interviews will take place the following week.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, satisfactory references, and a medical questionnaire.