



MACMILLAN ACADEMY JOB DESCRIPTION

Job Title:	Educational Visits Co-ordinator
Responsible to:	Deputy Headteacher
Duties:	To support Macmillan Academy to meet their legal responsibilities with regard to learning outside the classroom, educational visits, outdoor learning and all other offsite provision.

Duties & responsibilities

- Liaise with visit leaders to support with the planning and preparation of all LOtC provision.
- To maintain records through Evolve, ensuring events are planned, processed and completed before being submitted for authorisation by the Deputy Headteacher.
- Complete EVC training as required by the academy.
- Update the academy calendar with all term dates, STCE events and other visits and activities.
- To manage the staff database within Evolve ensuring that staff qualifications are uploaded and within date.
- To manage to Evolve database ensuring all policies, insurances and risk assessments are up to date.
- Conduct annual checks for all staff driving the academy minibuses.
- Ensure all unsupervised visitors to the academy linked to visits have completed the necessary safer recruitment checks.
- Complete checks on all travel providers to ensure that appropriate insurance and other documentation is in place.
- Work with third-party providers to ensure that all necessary documentation is in place, such as LOtC Quality Badge, Provider Statements, AALA, ABTA, ATOL, risk assessments, risk management procedures, insurance and staffing checks.
- Manage the PE provision for events and fixtures after the school day, lead on planning for PE events and fixtures during the school day.
- Residential and international visits:
 - Collate quotes, produce costings, and create payment schedules for parents.
 - Confirming all pupils have valid passports and GHIC cards, provision of necessary information to travel operators.
 - Checking visa requirements for non-UK passport holders and liaise with parents and consulates.
 - Lead on ensuring any necessary paperwork is completed to allow entry to overseas countries.
 - Co-ordinate arrangements for parents evenings including provision of information.

- Create emergency visit cards for students and ensure emergency contacts are available for the visit.
- To liaise with the academy first aider and safeguarding team with regard to supporting students with welfare, medical needs, first aid and managing medication on LOTC.
- Production of visit packs for residential/international visits and liaise with admin staff to ensure packs are arranged for all other visits.
- To liaise with the academy finance team to ensure a seamless transition of information, including Evolve, Bromcom & Invoices.
- Ensure all medical and access arrangements are in place for all events including liaising with parents and third-party providers.
- To liaise with the academy SENCO to ensure opportunities for CLA students and others with special educational needs.

Job Title: Finance Assistant

Responsible to: Chief Financial Officer

Duties: To support Macmillan Academy finance department

Duties & responsibilities

- Responsible for the administration, management and reconciliation of all transactions via online payment system (visits, lunch money, planners, music lessons, revision guides, DofE enrolment fees).
- Recording all cash income on a weekly basis and banking of all monies in a timely manner. Organising cash contingencies as and when required.
- Managing the student and staff cashless catering system including updating of prices and till layouts.
- Generating monthly catering reports and provision of figures to Operations Director.
- Record all Free School Meal entitlements on academy MIS, chasing primary schools for transfer of entitlement into Year 7, liaise with councils to issue vouchers or provide details of pupils eligible for Household support fund.
- Responsible for the input of catering invoices onto the academy finance software in preparation for payment.
- Processing of Post 16 bursaries onto lunch accounts on a monthly basis.
- Processing of student 'borrowed lunch' system and chasing outstanding payments.

NOTES

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.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the director of HR.

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.

All adults employed by the academy are responsible for safeguarding and promoting the welfare of children s/he is responsible for, or comes into contact with.

Employee signature: _____

Date: _____

Line manager signature: _____

Date: _____