



# **TRIPS & LETTINGS ADMINISTRATOR VACANCY**

- **The post will be with effect from April 2024**
- **Contract: Permanent /25 hours a week (Mon-Fri 5 hrs a day) /39 weeks a year (term time)**
- **23 days holiday + 8 bank holidays pro rata**
- **Deadline for Application: April 2024**
- ***(We reserve the right to close applications earlier for the right candidate)***
- **Remuneration: BWS Support Staff Band G (22-25) (fte £24,899 - £27,308 pro rata)**
- **Actual pay (£14,409.36 - £15,803.47)**

Are you a highly skilled and dynamic individual with administrative excellence, strong ICT skills, a proactive attitude, a knack for problem solving and looking for a term time role? If so, we have the perfect opportunity for you.

The role involves overseeing of the administration behind all trips and lettings, from the initial bookings, costings, trip letters, payment collection, invoicing and updating finance systems. This is a challenging role which greatly contributes to the efficient and smooth operation of the school.

The ideal candidate will possess strong ICT skills, including proficiency in Microsoft Word and Excel, adeptness in data manipulation and the ability to quickly learn and navigate our in-house ICT systems.

Problem-solving abilities, excellent communication and interpersonal skills, the ability to work well under pressure in a fast-paced environment, meet deadlines and a detail-orientated approach are all qualities we are looking for, together with a positive attitude and a willingness to learn.

We will offer you:

- The support of a highly experienced friendly department where wellbeing is key
- The opportunity to participate in the extra-curricular life of the school
- Access to onsite sport facilities and gym
- Cycle to Work scheme
- Local Government Pension Scheme

For further details and an application form please visit the school website

<https://www.bishopwordsworths.org.uk/main-school/the-school/staff-vacancies/>. If you wish to have the opportunity of an informal discussion prior to submitting an application form, please contact Mrs Annie Lloyd-Gilmour (HR Manager) [alg@bishopwordsworths.org.uk](mailto:alg@bishopwordsworths.org.uk). Applications are accepted by post and email.

Bishop Wordsworth's School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful applicants will be subject to an enhanced Disclosure and Barring Service check, as well as other relevant re-employment checks including satisfactory references and medical clearance.

All shortlisted candidates will undergo social media checks prior to interview in order to provide the appointment panel with any information that may be relevant to their suitability or have an impact on the school's reputation.