



KING EDWARD VI CAMP HILL SCHOOL FOR GIRLS

Educational excellence for our City



Curriculum & Educational Visits Administrator

Full Time/ Term Time Only

Permanent

From September 2025

Scale: SCP 12-14, £27,711 - £28,624 pro rata.

(Actual Salary TTO £24,340 - £25,142)

Dear Candidate,

Thank you for requesting information about our **Curriculum & Educational Visits Administrator**, from September 2025.

We are a forward thinking, selective state grammar school with academy status, and belong to the King Edward VI Foundation of schools and Multi Academy Trust. We are incredibly proud to have been named as the **Sunday Times State Secondary School for 2025**, alongside the **State Secondary School for Academic Excellence in the West Midlands, 2025**. These accolades are borne out of the dedication of each and every member of our school community: staff, students, governors, parent and carers. This is an inspirational place to work and learn, and we hope you are inspired to consider applying for a position in our school.

Aside from our desire for our students to excel academically at KEVI Camp Hill School for Girls, we place great importance on their happiness and the development of them as individuals. By providing a full range of quality experiences both in and outside of the classroom, our students develop confidence, resilience and learn to make healthy choices - all of which helps to prepare them for life beyond school. Every single member of staff and the student body play their part in adding to the history of the school. I am very privileged to lead an outstanding team of colleagues. Their hard work, extensive subject knowledge and commitment to ensuring the academic results are outstanding, enabling our students to make excellent progress as they move through the school.

Our challenging, well-structured curriculum is designed with able students in mind, and encourages them to develop their intellectual curiosity and use higher level thinking skills. We are extremely proud of the breadth of our Curriculum at all Key Stages, and believe it offers students genuine choice. Whilst Maths, Biology and Chemistry are very popular subjects at A Level, we have thriving Arts, Languages and Humanities subjects which are also popular choices for our students. Our extra and supra-curricular offerings are wide and varied, and cater to all manner of tastes. Our school House System is weaved through all aspects of school life, and is just one example of the way in which we both support students pastorally and also develop student leadership.

A major strength of our school is the level of pastoral care. Students are extremely well supported by their Teachers, Form Tutors and Heads of Year. At Camp Hill Girls, we deeply value wellbeing and recognise that good mental health, along with a safe and supportive environment, are essential for building resilience and helping our young people thrive. We are committed to deepening our understanding of trauma and attachment theory and are proud to be a Trauma Informed Attachment Aware (TIAAS) school. Our students demonstrate excellent behaviour and attendance and are highly motivated, eager, and engaged in all aspects of school life.

Camp Hill Girls is culturally rich and diverse, welcoming students from an extraordinary range of backgrounds. As a school community we recognise, celebrate, respect and delight in our differences, and use them as opportunities to learn and become more tolerant about the world around us. This is a caring school which Ofsted recognised, making reference to the fact that "understanding of equality, diversity and inclusion permeates all aspects of school life". We truly believe in the experience we have on offer at Camp Hill.

We believe KEVI Camp Hill School for Girls is an inspirational place to be, and invite you to come and see for yourselves. We very much look forward to welcoming you to our school.

Karen Stevens, Headteacher

Curriculum and Educational Visits Administrator

This role is key to delivering effective administrative support to multiple Subject teams, providing flexible assistance across at least seven departments. It involves close collaboration with the Subject Leader, with responsibilities adapting to the specific needs of each department and varying throughout the academic year.

Line Manager: Deputy Headteacher, Curriculum.

Hours: 36.5 hours per week. The usual working hours will be from 8.00 – 4.30 for 3 days a week and 8.00 - 4.00 for 2 days a week with an hour for lunch. Term Time Only.

Salary: SCP 12-14, £27,711 - £28,624 pro rata. Actual Salary TTO £24,340 - £25,142

General Support

- Manage ordering and procurement of stationery, books, and student resources for specified curriculum departments
- Set up items for sale on Parent Pay and coordinate distribution to students
- Process and check deliveries, and prepare materials for classroom use
- Verify invoices and liaise with the Finance team to ensure timely payment
- Support access to online resources and maintain accurate inventory records
- Maintain and update display boards for linked departments
- Supporting linked departments with any reasonable administrative request to ensure the effective delivery of the curriculum
- Manage parent/carers communication, including drafting correspondence, sending Groupcall messages, and distributing digital forms

Organisation of Trips and Visits

- Coordinate all aspects of UK and overseas educational visits for specified departments, including securing trip approval via EVOLVE, liaising closely with the Educational Visits Coordinator (EVC)

- Draft and issue parent/carer communications, including consent forms and trip details
- Obtain quotes and manage bookings for venues, transport, and accommodation
- Process payments for all trip-related services (venues, coaches, airlines, tour operators)
- Collect and manage essential student information, including passports and GHICs
- Set up trips on ParentPay, issue Groupcall forms for Pupil Premium students, and follow up on outstanding payments
- Prepare comprehensive trip packs containing registers, medical details, and logistical information

Exam Administration Support

- Support the coordination of internal exams (for **all** departments) including collection, distribution, and supervision of exam papers
- Manage arrangements for catch-up exams (for **all** departments) and ensure accurate exam delivery procedures are followed

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs (or equivalent) including English and Maths (Grade C/4 or above) 	<ul style="list-style-type: none"> Relevant administrative or business qualification (e.g. NVQ, BTEC, etc.)
Experience	<ul style="list-style-type: none"> Experience in an administrative or office support role Experience organising trips, events, or similar logistical activities Experience handling financial transactions or invoice processing. 	<ul style="list-style-type: none"> Experience working in a school or educational setting Experience using school systems (e.g. Arbor, SIMS, EVOLVE, ParentPay, Groupcall)
Knowledge and Skills	<ul style="list-style-type: none"> Excellent organisational and time-management skills Strong verbal and written skills Proficiency in Microsoft Office (Word, Excel, Outlook) and other standard software Ability to take responsibility for own professional development Ability to prioritise and manage multiple tasks effectively Attention to detail and accuracy in administrative work. 	<ul style="list-style-type: none"> Familiarity with online learning resources and digital communication tools
Personal Qualities	<ul style="list-style-type: none"> Professional and courteous manner Ability to work independently and as part of a team Flexible and adaptable approach to work Commitment to maintaining confidentiality and data protection Willingness to undertake training and development Good personal organisation Ability to work under pressure and meet deadlines Reliability and integrity. 	