

ADMINISTRATION ASSISTANT TOURS, CAMPS AND EXCURSIONS

JOB DESCRIPTION

Reports to: Head of Senior School

Department: Senior School

POSITION SUMMARY

The Administration Assistant (Tours, Camps and Excursions) is responsible for the administration, co-ordination and support for all tours, camps and excursions undertaken by students of Scotch College in the Senior School.

This position is pivotal to ensuring that tours, camps and excursions are organised in an efficient and effective manner to enhance a quality experience and safeguard compliance with relevant legislative, policy and College requirements. It includes managing and coordinating expressions of interest, tour places and waiting lists as required.

ESSENTIAL CRITERIA

- i) **Education & Training**
 - Secretarial/Business College/TAFE Certificate or relevant experience.

- ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

 - Advanced ILT skills and knowledge of MAC, Microsoft Word, Excel, PowerPoint and Outlook and the equivalent Apple software;
 - Ability to use Synergetic (school database), SEQTA, WordPress and Edval; and
 - Ability to collect, compile, prepare and distribute information electronically.

Human Relations

 - Ability to communicate effectively and professionally with staff, students and parents, including being able to build positive relationships, manage difficult situations and conversations;
 - Ability to work as part of a team and independently; and
 - Ability to maintain confidentiality.

- iii) **Additional Requirements and Values**
 - Flexible in regards to availability and working hours to meet unanticipated changing requirements and priorities;
 - Excellent organisational, time management, multi-tasking and planning skills;
 - Ability to prioritise, display initiative and be proactive;
 - Strong attention to detail and problem-solving skills;
 - Excellent written and proofing skills;
 - Ability to work under pressure and to deadlines;

- Positive outlook with the willingness to become involved in Scotch College life;
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education; and
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines.

DESIRABLE CRITERIA

- Knowledge and understanding of the way schools operate;
- Experience using Synergetic, Timetabler, SEQTA and Edval software; and
- Travel industry experience.

CORE RESPONSIBILITIES & TASKS

Assist with School Tours, Excursions and Camps

Co-ordinate and oversee all administration and organisational requirements for College tours, camps and excursions (with the exception of Outdoor Education camps coordinated by the Head of Outdoor Education) as follows:

Tours

- Co-ordinate tour applications for the following calendar year. Completed applications to be submitted to the Head of Senior School by Week 5 of Summer term;
- Assist and support staff with the completion of documentation; including risk assessment and parent communication;
- Co-ordinate expressions of interest, tour places and waiting lists as necessary;
- Collect tour reports and arrange tour debriefing meetings with the Head of Senior School, Tour Leader and Tours Administrator;
- Follow up with students and parents to ensure all requirements (e.g. Medical information etc.) are submitted correctly prior to tours;
- Create and manage spreadsheets to record financial contributions related to school tours;
- Follow-up with students and parents to ensure all funds are collected prior to tours;
- Organise travel insurance and assist staff/parents in submitting insurance claims;
- Liaise with Finance to ensure all payments, travel arrangements, invoices and budget requirements are accounted for, processed and reconciled after the completion of the tour;
- Collate and record information, including passport/visa documentation/medical information/ contact details;
- Liaise with travel agents, tour operators, suppliers, International SOS, DFAT, staff, parents and students regarding tours;
- Prepare departure packs for staff including relevant medical information, emergency contacts and various other information as required;
- Ensure Reception is notified of tour and contact information prior to departure;
- Update Tour and Trip information onto the Intranet site;
- Coordinate International SOS presentation for tour groups (i.e. 1 presentation a year for Tour Leaders); and
- Attend parent information evenings prior to tour departure.

Camps

- Oversee accurate planning and completion of the camp process. Assist and support staff with the completion of documentation; including risk assessment documents and letters to parents;
- Liaise with and assist camp organisers to ensure all camps adhere to College policy and procedures;

- Follow up with students and parents to ensure all requirements (e.g. Medical information etc.) are submitted correctly prior to camps;
- Ensure Reception is notified of camp and contact information prior to departure; and
- Update Camp information onto the Intranet site.

Excursions

- Oversee accurate planning and completion of the excursion process. Assist and support staff with the completion of documentation; including risk assessment and parent communication;
- Collate excursion applications and liaise with the PA to the Head of Senior School for approval.

Administration and Financial Maintenance

- Maintain an overview of School Tours, Camps and Excursions;
- Prepare communication required to tour, camps excursions ensuring they meet the College style guide;
- Create and manage spreadsheets to ensure currency of information;
- Assist & support staff with bookings and itineraries;
- Input tour data into Synergetic (school database) program;
- Use the database to respond to enquiries and produce reports as required;
- Prepare and coordinate mail-outs;
- Set up and manage filing systems as required;
- Monitor budgets to ensure tours are within limits; and
- Liaise and follow up with Finance regarding payments.

Health and Safety

- Ensure that all tours, camps and excursions are planned, approved and conducted in compliance with relevant legislation, College student and staff policy, procedure and processes;
- Oversee the collection, storage and maintenance of medical information prior to tour, camp or excursion to ensure currency; and
- Ensure data is stored in compliance with College archiving requirements for current and future legal purposes.

General Administration

- Data input into Synergetic Student Review Meeting (SRM) Database; and
- Assist with other general administration duties, including reception, when required.

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Signature: _____ Date: _____

Updated July 2018