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| **LOCATION**  | INTERNATIONAL COLLEGE SPAIN, MADRID |
| **JOB TITLE**  | **Trips and Visits Coordinator and Assistant to Extra Curricular Activities**  |
| **JOB PURPOSE**  | Coordinate the organisation of all school trips and assist in the smooth running of the Extra Curricular programme |
| **REPORTING TO**  | Heads of School (Trips) Extra curricular Activities Coordinator |
| **OTHER KEY** **RELATIONSHIPS**  | Heads of department, Coordinators, Teachers |
| **PACKAGE**  | Competitive  |
| **Tasks and responsibilities include, but are not limited to:** Trips and Visits Coordinator :Acts as the primary point of contact for teachers on all issues connected with the organisation of school trips which includes but is not limited to :* Sourcing suppliers (airlines, tour operators) to find best deals
* Responsible for booking any trips (daily and overnight)
* Book business trips for staff following approval from PA to Principal
* Obtain market overview of possible destinations within and outside Spain
* Being available to teachers for information and consultations regarding trips
* Accurately collecting student and staff information
* Liaising with the accounts department regarding payments
* Liaising with insurance companies to provide updated information and assure coverage is provided
* Liaising with the bus company (Car Tour) when buses are needed locally

The Activities assistant :* Assist with the running of the after-school Activities Programme in conjunction with the Coordinator
* Oversee students who remain after 5pm for after-school Activities
* Any other duties as indicated by the Director.

Working hours :10:30am – 7:00pm with half an hour for (free) lunch  |
| **Commitment to Personal and Professional Development*** Participate in and fully engage with the school’s performance management and appraisal process.
* Demonstrate continuous professional and personal development through the identification and implementation of individual development plans arising from company and school performance management and appraisal processes
* Contribute to wider engagement of colleagues in the marketing and admission function giving support and willingly sharing ideas and materials to promote this
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| **Commitment and engagement to the following Company and Professional Values and Dispositions:** * **Seeking and maximising opportunity within the organisation** - For us, opportunities need to be meaningful, about achieving potential and making progress.
* **Recognising and pursuing impact within your role**- For us, impact is about making a difference. It needs to be immediate, positive and lasting.
* **Encouraging and accepting leadership** within the organisation- For us, leadership is about considering the team’s needs as well as your own, setting inspiring examples, being supportive and showing real accountability and responsibility.
* **Nurturing and modelling respect in all professional and personal interactions** - For us, respect is about listening, being inclusive, showing tolerance and getting the little things right
* **Complying with legal, contractual and company requirements –** including statutory responsibilities, Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation.
* **Any other appropriate duties** - as assigned by the Principal of the School or as directed by the Chief Executive Officer or his Regional Representative
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