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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 | |
| **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 | |