



## WESTMINSTER SCHOOL

### **Trips Administrator – person specification**

	<b>Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Commitment to continuing professional development through attendance at INSET	Yes	
Knowledge/Experience	Experience of working as a trips assistant/administrator or similar	Yes	
	Experience of budgeting/financial management or administration	Yes	
	Experience of using a trips management system or similar		Yes
	Experience of working in an educational environment		Yes
	An understanding of the nature of independent school education	Yes	
	An in-depth knowledge of safeguarding	Yes	
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of the work	Yes	
Skills and abilities	Excellent organisational and time management skills	Yes	
	Well-developed I.T. skills including strong excel skills	Yes	
	Calmness, efficiency, and the ability to work under pressure as necessary	Yes	
	Ability to develop and maintain effective relationships with all members of the school community and outside agencies	Yes	
	Ability to lead by example and inspire others, motivating both staff and pupils	Yes	

	Excellent interpersonal skills	Yes	
	Strong communication skills, both written and verbal	Yes	