



Watling Academy

Barrosa Way, Whitehouse, Milton Keynes, MK8 1EP

hr@tastrust.org.uk

Trips & Extra Curricular Coordinator
£30,060 FTE (actual salary £25,779)
Permanent/Term Time Only
Start date: 01/09/2025

About our School:

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to open the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

For more information about our school, please explore our website: www.watling.academy

About the Role:

Term Time Only

37.5 hours per week

8.30am to 4.30pm, Monday to Friday

Salary: £30,060 FTE*

Actual Salary: £25,779 p.a.*

(*pending 2025 pay award)

Watling Academy is seeking a dedicated and highly organised Trips and Extra-Curricular Coordinator to lead the administration of trips and extra-curricular activities at our school. As Educational Visits Coordinator (EVC), you will be responsible for ensuring all trips comply with legal requirements, school policies and national guidance, with a strong focus on administration, health and safety and risk management. Working alongside Assistant Headteachers and various

other staff, you will play a key role in ensuring the smooth planning, organisation and execution of off-site educational visits. In addition, you will oversee the monitoring and development of extra-curricular provision, supporting the continued growth of after-school clubs and activities.

Closing date for applications: 19/06/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-72503>