



Oriel High School
Maidenbower Lane
Maidenbower
Crawley
West Sussex
RH10 7XW



Headteacher: Philip Stack BSc MA NPQH NPQEL

This innovative and successful 11-18 school first opened in September 2004 and has grown year on year. Oriel High School is now oversubscribed with over 1400 students and was judged 'Good' by Ofsted in 2025; it has excellent facilities and is a dynamic learning community. Whole school results have improved each year.

Educational Trips & Visits Administrator

The salary range is £26,403 - £26,824 (Grade 5) plus Fringe allowance, Pro-rata Term Time only.

The Governors are seeking to appoint an excellent administrator with outstanding personal and computing skills for the post of Educational Trips & Visits Administrator. The post is term time only, including 5 Staff Training days. Working hours 8.30am – 3.30pm Monday - Friday this equates to a 33.5 hour week over 44 weeks per year (inc 5 weeks paid leave) and a pro-rata salary of £21,033. Hours can be flexible and will be discussed at interview stage.

This is a pivotal role and the person appointed will work closely with a range of staff in support of learning outside the classroom throughout the school.

Working knowledge of school MIS systems is desirable, however a high level of I.T. skills and team working skills are essential. A full training and support programme tailored to the needs of the individual will be provided.

Key Tasks include:

Preparation of information relating to trips and visits, including:

- Preparation, authorisation, copying and distribution of student letters.
- Collation of essential medical information.
- Copying and preparation of trip packs
- Copying, preparation and circulation of emergency information.
- Use Parentmail PMX as a system to allow parents to pay for school trips/visits
- To maintain a methodical and efficient filing system.

Other duties include:

- Organisation of school photographs, Yr11 prom, leavers hoodies and yearbook
- To provide administrative support as required.
- To deputise in the absence of other office staff.

If you have drive, enthusiasm and experience to bring to our school we would be pleased to hear from you.

Closing date for applications: 12pm on Tuesday 6th January 2026

Oriel High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Criminal Records Bureau.