

School Trip Coordinator

Job Title: School Trip Coordinator

Salary: £26,500 per year, plus annual company bonus

Contract: Permanent

Hours: Full-Time (Mon-Fri 37.5 hours per week)

Preferred start date: Mid-August 2026

Reports to: Partnership Manager

Location: This is a hybrid position with one team day every two weeks in Farringdon, Central London, plus ad hoc client meetings and events.

Application deadline: 11:59pm on Sunday 28th June 2026

Interview dates (in-person Central London): w/c 13th July 2026

About The School Trip

We believe more young people should have access to live experiences and that school trips are the best way to do this.

At The School Trip, we're driven by our core values:

- **Here to help** - We're here to make life easier, offering support for teachers and partners whenever they need it.
- **Make an impact** - Everything is about making a difference, so young people access more live experiences.
- **Keep it simple** - We cut the faff and keep things efficient and easy for everyone.
- **Never stand still** - We're always learning, optimising and finding better ways to do things.
- **Always on your side** - We stay honest and focused on what's best for teachers and our partners.

If you love the idea of helping more young people engage with live experiences while making teachers' lives easier, we'd love to hear from you.



School Trip Coordinator Executive

Role Overview

As our School Trip Coordinator, you'll be the first point of contact for teachers when they sign up or enquire about a new school trip. Your role will be to guide them in using the site and answer their questions. Most importantly, you'll help them through every stage as they plan, book and take their school trips.

You'll be expected to be highly efficient, take initiative and stay organised to keep things moving to ensure that our community of over 13,000 teachers feels supported.

We're looking for someone who...

- Gets things done without being chased.
- Is highly organised and keeps track of multiple moving parts.
- Writes clearly and confidently across different formats.
- Works efficiently, but cares about accuracy and detail.
- Is proactive and takes ownership of their work.
- Is comfortable working in a fast-paced, growing company.
- Can follow systems and processes, and optimise them over time.
- Is personable and professional when working with clients.
- Is passionate about education, arts, culture and making an impact!

Key Responsibilities

- Assist teachers when they sign up and use our website.
- Coordinate outreach campaigns to encourage bookings.
- Respond to school trip enquiries, offering timely and friendly customer service.
- Facilitate the booking process for school trips, ensuring a seamless experience for teachers.
- Act as a liaison between teachers and our partner school trip destinations, including theatres, museums, galleries and attractions.
- During school holidays and quiet periods, support the wider team in growing our impact with teachers and developing strategies to engage and grow our community.



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Experience

You should:

- Be friendly and approachable with strong communication and customer service skills.
- Have an eye for detail with a proactive attitude.
- Be comfortable learning new tools, software and processes, regardless of your current tech experience.

Bonus Experience

We'll help every new starter get up to speed with all our software and systems, but please highlight if you have experience with:

- The arts, culture, live entertainment or education sectors
- Previous customer service, schools/groups booking team or box office roles
- CRM systems (e.g. Pipedrive)

Training & Progression

You'll receive full training on all our systems and tools, plus internal and external training opportunities to develop in the areas that most interest you. You'll be given real responsibility early on, so a perfect role for someone who wants to grow within a growing company.

Why Join Us?

- Be part of a fast-growing company where your ideas and contributions will make a real impact.
- Work directly with experienced team members and learn fast.
- Work in a flexible, remote-first environment.

Benefits

- 25 days' holiday plus bank holidays and Christmas.
- Annual bonus scheme.
- Flexible working and remote-first culture.
- Company Pension Scheme.
- Enhanced maternity, paternity and adoption packages.



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- Access to a platform with 40+ benefits and services such as 24/7 private GP, discounted gym membership and counselling.
- Free access to regular tickets for theatre, attractions and events.

Commitment to Diversity and Inclusion

We are committed to building a diverse and inclusive workplace where everyone can thrive. We welcome applications from candidates of all backgrounds, abilities and experiences.

If you require any accommodations during the interview process or while working with us, please let us know. We are dedicated to providing support tailored to your individual needs.

How To Apply

Please apply using the link below with your CV and a short cover note explaining:

- Why this role appeals to you
- Your previous experience
- Why you'd be a good fit

Max cover note length: 300 words

<https://theschooltrip.co.uk/school-trip-coordinator-2026>

Have a question?

If you have any questions, would like more information on the role or would like to discuss alternative application methods, please contact rachel@theschooltrip.co.uk.

