Required for July 2021

Woldingham School, Woldingham, Caterham CR3 7YA

**Casual Events Coordinator**

An exciting opportunity has arisen for an Events Coordinator to work on an ad-hoc basis in the school holidays and at weekends. You will act as a primary day-of-event representative to the client before, during, and after events. Working with the Events department to manage the School’s event bookings and residential lettings, key responsibilities will include dealing with external bookings, liaising with colleagues across the School, general administration duties and ensuring the smooth running of events.

You’ll need to have excellent written and oral communication skills, outstanding organizational skills, the ability to multi-task and prioritize work and remain calm and accurate when under pressure.

Woldingham is a happy and successful Catholic boarding and day school for girls aged 11 to 18 and is firmly established as one of the top girls’ independent schools in the UK, outperforming many schools that are far more selective in their admissions process. Central to this achievement is Woldingham’s academic enrichment and extra-curricular programmes, pastoral support and caring community. Close to London, yet in an outstandingly beautiful rural setting, Woldingham has a strong community and culture building on a proud heritage that stretches back 175 years. We are committed to an exciting future that is underpinned by fresh ideas, an innovative spirit and state-of-the-art facilities.

Salary: Competitive hourly rate.

Please visit our website to download an application form. Once completed, return it to hr@woldinghamschool.co.uk no later than **9am on 09 June 2021.**

*Woldingham School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS report will be required for the successful candidate.*

*The Woldingham community is a rich one in which many different backgrounds and cultures are represented and many different languages spoken.  This diversity is valued and respected and we are keen to welcome applications from all applicants that feel that they meet the requirements of the role, regardless of their background and culture. All job applicants will be considered solely on their ability to do the job.*

**Professional development and staff welfare**

Our professional team of staff is Woldingham’s greatest asset, and we want to ensure that everyone is supported to work in an effective, enjoyable and fulfilling way. Staff Development is a high priority, with induction and mentoring programmes for Newly Qualified Teachers and new colleagues, plus an annual cycle of Personal Professional Development planning for all colleagues.

Staff are welcome to use our range of outstanding facilities including the gym, squash and tennis courts and the swimming pool. Our Staffroom Committee organizes regular social events for our sociable, welcoming staff community.