**JOB DESCRIPTION**

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| **Job Title:** | Events Co-ordinator | **Department:** | Marden Enterprises |
| **Hours of Work:** | Monday to Friday 37.5 hours per week, 52 weeks per year | | |
| **Responsible To:** | Head of Events | **Responsible For:** | N/A |

**Summary of Role:**

Reporting to the Head of Events, the Events Co-ordinator will assist running of the School’s lettings activities. The role holder will represent the School during letting periods and will therefore be expected to display a high level of responsibility, reliability, organisational and communication skills.

The School’s lettings activities include, weddings, conferences, residential bookings, filming, sports facilities hire and the brand new high ropes course in Woldingham Adventure.

Due to the nature of the role, there will be a requirement to work on some evenings and weekends to support events and a flexible approach to working hours is therefore essential. Time off in lieu will be awarded for additional hours worked.

This job description is not exhaustive and may be subject to review from time to time.

**Specific Responsibilities in conjunction with the Head of Events:**

* Respond to enquiries in a timely manner.
* Co-ordinate the booking of external facilities including equipment for all events.
* Be available on the day of the event to meet the client and to oversee the agreed event arrangements in accordance with the Events Department rota.
* Be a point of contact for School staff and any external contractors supporting the events.
* Prepare risk assessments for School events as appropriate, and for all events and activities.
* Liaise with Catering, Domestic Services, Estates, IT and other departments in advance of events to ensure all logistics are agreed and delivery meets the agreed levels of service.
* Ensure all facilities are ready for the arrival of holiday camps, such as checking the Boarding Houses are ready, classroom & office facilities are ready, security passes have been issued, ICT support has been organised.
* Work closely with the Contract Caterers to establish and maintain a process for ensuring all menus remain up to date with regards to seasonal produce, accurate costs and appropriate retail pricing to achieve required levels of profitability.
* Work with the Head of Events to identify where efficiencies can be made with regards to working practices and reducing costs to increase profitability.
* Ensure clients are invoiced in a timely fashion, while ensuring payments and contracts are received in advance of any event.
* Assist with the marketing and promotion of events including by updating the Events social media channels regularly to increase its reach within the local community.
* Work with the Head of Events to identify and develop new business streams to increase the revenue generated.
* Deputise for the Head of Events (with delegated authority) in their absence for all Events matters.
* General Events Office administration, filing and archiving.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Operational Excellence** |  |
| * Experience in event planning or facilities hire * Excellent customer service skills * Good people management and communication (oral and written) skills * Capable of multi-tasking under pressure and establishing clear priorities. * Proven ability to work to schedules, tight deadlines and be highly organised; * Excellent ICT Skills | * Experience of working in a school setting * First aid certificate * A full driving licence |
| **Personal Behaviours** |  |
| * Good communication and interpersonal skills and ability to work collaboratively across the Woldingham Community. * Be practical and resourceful and be able to take the initiative   • Capable of working without supervision with energy and enthusiasm. |  |
| **Ethos and Whole School Values** |  |
| * Committed to operating as part of the School community. * Committed to the Sacred Heart Values. * Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. |  |
| **Safeguarding and Pastoral** |  |
| * Committed to safeguarding and promoting the welfare of children and young people. * A satisfactory Enhanced Disclosure from the DBS. |  |

**Terms and Benefits**

* **Start Date:** As soon as possible
* **Working hours**.  37.5 hours per week Monday to Friday 52 weeks per annum. There will be a requirement to work weekends and, in the evenings, to support school or letting events. Due to the nature of the work, overtime will not be applicable, but staff are able to take time off in lieu as appropriate.
* **Salary**.  Between £24,000 - £26,000, depending on experience.
* **Holiday**.  The holiday entitlement is 5 weeks per year plus public holidays. It is expected that leave will normally be taken at times when there are not key events or lettings.
* **Pension.** The Events Co-ordinator will be auto enrolled into the School’s pension scheme, which includes life assurance.
* **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
* **Parking.** There is free parking on site.
* **Gym and Pool.** There are staff sessions for use of these facilities.
* **Fees.** School fees remission for dependants of the job holder attending the school. If not already at the school, any child would have to meet all of the normal entrance requirements.