



## EVENTS CO-ORDINATOR

### **SALARY AND HOURS OF WORK**

#### **Scale D, points 5-6**

37 hours per week (8.00am to 4.30pm Monday to Thursday and 8.00am to 4.00pm on Friday with one hour for lunch). 40 working weeks per year, which is term-time plus 5 training days plus 5 days to be worked during school holidays.

### **GENERAL**

The Events Co-ordinator is part of a dynamic and lively team responsible for the provision of an excellent administrative service within the school office.

The postholder will possess first class administrative skills with extensive knowledge of Microsoft Office together with an advanced knowledge of Microsoft Excel as the creative production of spreadsheets is an essential part of this role. The postholder will also be confident in learning new software and self-assured in exploring the ability of such software.

The postholder will demonstrate excellent attention to detail, the ability to prioritise and organise their time effectively, take ownership of tasks and use their initiative for solving problems.

### **DUTIES OF THIS POSTHOLDER**

- Provide administrative support to the Office Manager and Deputy Office Manager as required
- Create and develop a full events calendar for the school academic year
- Liaise with Event owners to develop a deep understanding of the requirements for each event
- Plan and deliver events to time constraints and within budget
- Co-ordinate multiple events simultaneously
- Oversee all aspects of events and act quickly to resolve problems
- Handle day-to-day administration including invitations, attendance, promotions, signage and room set-up
- Be responsible for effective communications with parents
- Act as first point of contact for queries relating to events
- Co-ordinate support from staff, students, governors and school prefects as required
- Liaise and communicate effectively with colleagues, parents, students and external providers
- Liaise with the marketing team to create effective promotional material
- Be responsible for organising on-site catering
- Take ownership of event improvements and proposals
- Ensure all events are included on the school calendar

### **DUTIES OF ALL MEMBERS OF THE OFFICE TEAM**

- Using SIMS.net, the school's administrative system, provide information, produce reports and input or update data, as required (tasks are dependent on access rights throughout the team).



- Work as a member of the office team to provide a comprehensive word processing and administrative service to the Leadership Group and the school staff.
- Undertake general administrative tasks as required, including photocopying, collating and filing.
- Act as a First Aider and, with other members of the team, deal with injured/unwell students.
- Provide reception cover as required.

#### **ACCOUNTABILITY**

The Events Co-ordinator is accountable to the Office Manager/PA to the Headteacher.

The postholder will be required to work at times under pressure and must be flexible as there will be the need to work longer hours or additional days, with appropriate remuneration.