



EVENTS CO-ORDINATOR

Attribute	Essential	Desirable
PROFESSIONAL		
A good general level of education including passes in Maths and English GCSE or equivalent and excellent written and spoken English.	✓	
Advanced skills within Microsoft Word including ability to mail merge with other Microsoft packages	✓	
Advanced skills within Microsoft Excel	✓	
Advanced skills within Microsoft Outlook	✓	
Highly professional telephone manner	✓	
Accurate keyboard skills	✓	
IT Skills / Microsoft Office qualification		✓
Strong communication and interpersonal skills	✓	
Event Management Experience	✓	
Working knowledge of SIMS (Schools Information Management System)		✓
Creative and professional approach to tasks	✓	
PERSONAL		
Discreet, confidential and trustworthy	✓	
Professional attitude	✓	
Able to communicate with a wide variety of people demonstrating professionalism and diplomacy	✓	
Self-motivated and proactive	✓	
Ability to work effectively and calm under pressure	✓	
Strong team player, being aware and supportive of colleagues	✓	
Resilient, flexible and able to retain a sense of perspective	✓	
Ability to relate positively with young people	✓	
Sense of humour	✓	
Ability to use initiative	✓	
Commitment to the school	✓	
Enthusiastic and keen to embrace new opportunities	✓	
Flexibility to work longer hours or additional days when the need arises	✓	