

# ST MARGARET'S

## SCHOOL

### **Events Officer**

**Full-time, term time plus four weeks**

**Salary £25,000 per annum**

**Required as soon as possible**

We are seeking an Events Officer to oversee the administration and planning of educational visits in the School, co-ordinate and administrate events on the School calendar and to oversee outdoor leadership initiatives in the School. This is a key role and the postholder will liaise closely with SMT to ensure the smooth running of the school.

You will be self-motivated, with excellent organisational and interpersonal skills and proven administrative experience. Previous experience in an educational setting would be desirable.

**Closing date for applications: Thursday 24 June @ noon**

**Interviews to be held: Thursday 1 July**

For further information and to apply for this vacancy, please visit our website: <https://www.stmargarets-school.org.uk/work-with-us>

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made.

St Margaret's school is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

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## Events Officer

### The role

To oversee administration and planning of educational visits in the School, co-ordinate and administrate the events on the School calendar and to oversee outdoor leadership initiatives in the School. This is a key role and the postholder will liaise closely with SMT to ensure the smooth running of the school.

**Responsible to:** All of SMT but ultimately the Head

### Job Description

The following duties shall be deemed to be included in the professional duties which you may be required to perform:

- Undertake training and keep up to date with the latest DFE statutory guidance on education events, trips and visits, as well as best practice ensuring the School adhered to the best standards of practice when staff planning, keeping records of and undertaking trips off-site
- Have excellent knowledge of, or be willing to learn how to use Evolve, the School's trips management system
- Undertake risk assessments of trips as required in conjunction with the trip leader
- Update the School's trips policy as required.
- Budget holder and line manager for outdoors education including DoE, leadership initiatives and outdoors education events which the school runs in the future.
- Be willing to participate in trips and outdoor leadership events as required.
- Oversee and be responsible for the accurate administration of the school calendar;
- Assist the SMT with the preparation and/or collation of various reports for Governors' meetings
- Communicate regularly with parents in a timely fashion through letters, meetings, parent portal and the MIS
- General administrative support for the Head, Vice Principal, Academic Director, Head of Junior School, Director of Studies and Director of Sixth Form including but not limited to drafting letters to parents, whole school emails, taking phone calls, diary management, postings on Parent Portal and school website, organising meetings, including arranging and leading on termly and annual calendar meetings; liaising with the catering staff, Office Manager and the Finance Office as necessary.
- Support all staff with one-off or extraordinary larger events in school, such as Prize Giving
- Assist the data manager and some staff activities leaders in inputting/coordinating data on the MIS
- Support staff in their work administrating trips, encouraging good practice and, staff ownership over events and to train them to follow School procedures accurately when completing paperwork.
- Develop good relationships with staff and students, encouraging maximum participation in events.
- Have a good knowledge of safeguarding practice, applying this to all areas of the role
- To manage the school duties rota

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- To oversee the organisation and planning of assemblies and chapel services

### **Other**

- Participate in training and other learning activities as required; and in the Appraisal process.

In addition, the postholder may be required to undertake other duties reasonably commensurate with the general level and duties of the post.

This job description is not definitive and may be altered from time to time in accordance with the needs of the School.

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## Person Specification – Events Officer

	Essential	Desirable
<b>Qualifications</b>		
A commitment to CPD	✓	
<b>Experience, Skills and Knowledge</b>		
Successful experience of working in a diverse administrative role	✓	
Previous experience of working in marketing, communications or PR		✓
Previous experience working in an educational environment		✓
The ability to work well within a small team and with internal and external stakeholders	✓	
Excellent organisational skills	✓	
Ability to prioritise multiple tasks to meet deadlines, and work calmly and accurately when under pressure	✓	
An innovative approach		✓
Excellent communication skills (verbal and written)	✓	
Excellent attention to detail	✓	
Good IT skills	✓	
<b>Personal Qualities</b>		
Self-motivated with a positive approach	✓	
Helpful, calm and courteous	✓	
Responsible, honest and reliable	✓	
Creative and willing to embrace new ideas	✓	
Proactive in developing relationships with colleagues in other areas.	✓	