

ST MARGARET'S

SCHOOL

Events and Lettings Manager

Full-time, year round

Salary: £30,000 - £35,000 dependent on experience

We are seeking an Events and Lettings Manager to manage and co-ordinate all lettings and events on the school site, including operational management of the school calendar.

The postholder will also take responsibility for hiring our sports facilities, and during school holidays, the lettings of school and sports facilities to external residential groups.

You will ideally have accommodation and events management experience, and will be highly organised, with excellent communication and interpersonal skills.

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

Closing date for applications: Friday 22 July at 12pm

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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Job Description: Events and Lettings Manager

Reports to: Estates and Operations Manager

The role:

The Events and Lettings Manager is responsible for managing and coordinating all lettings and events that take place on the school site in close liaison with the Estates and Operations Manager. The role will have oversight and day to day operational management of all events on the school calendar, coordinating successful execution of the events in conjunction with the Estates and Academic teams. The role will have dotted line responsibility to members of the School Senior Management Team.

The Events and Lettings Manager is also responsible for managing the growth and development of the commercial income stream, utilising the school's facilities and resources to raise additional funds, which are then reinvested into maintaining the school estate.

The Events and Lettings Manager will be responsible for managing all lettings enquiries and liaising with external parties and school staff to arrange the hiring out of the extensive array of facilities on the school site. The hiring out of the premises to external groups and the general public needs to be undertaken in a manner that does not impact on the school's use of the facilities and accords with the school's desire to support the local community.

During the school holidays, the academic and sports facilities on the school site are made available for letting to external residential groups. The residential lettings are generally for educational purposes such as language schools and sports activity camps.

The Events and Lettings Manager is also responsible for overseeing the hiring of our sport facilities whilst ensuring a balance is struck between maximising commercial benefits and providing facilities for the school's use. This involves letting out the sports hall and swimming pool to external groups in the evenings, weekends and school holidays. The sports facilities have a number of regular group bookings which need to be managed, together with pursuing new lettings opportunities.

The role is year-round and will involve weekend and out of hours commitments as required. This will mainly be during the school holidays when the majority of our residential external lettings activities take place.

Main Duties

- To organise and supervise all school events including administration of the School calendar.
- To organise and supervise all external lettings including residential stays and sports facilities bookings
- To respond promptly to all enquiries regarding use of the facilities and maintain an active pipeline of potential hirers
- To ensure all hirers are appropriate and suitable for hiring the school's premises
- To liaise with St Margaret's staff to confirm availability of facilities and confirm the proposed lettings arrangements
- To show potential hirers around the facilities and determine their requirements

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- To liaise with group organisers to produce schedules for facilities and accommodation.
- To liaise with the Catering team to confirm catering requirements and related staff/food costs
- To manage the school calendar of events, chairing the weekly planning meeting, resolving clashes and working with the Estates and Academic teams to ensure appropriate resources are allocated to the events.
- To liaise with the Estates and Operations Manager and the Caretaker to confirm proposed arrangements and set-ups
- To negotiate and produce contract hire agreements
- To work with the Estates and Operations Manager to ensure all appropriate risk assessments for events have been undertaken and other legally required standards in place, including adherence to Health and Safety regulations.
- To work with the Estates and Operations Manager to obtain all appropriate risk assessments and insurance certificates to ensure the external group has all necessary health and safety and other legally required standards in place
- To meet with the residential or external event group leaders on arrival and assist them during their stay or event – this may involve working in the evenings or at the weekend
- To produce and provide external groups with safety briefings on fire evacuation etc
- To maintain excellent working relationships with all group leaders and key contacts from outside groups to maximise repeat bookings
- To manage all external lets' fees and expenses, liaising with hirers and the finance team to raise invoices and manage debtors
- To work closely with the Estates and Operations Manager to manage and report on current and potential bookings together with monitoring current and forecast income against the outside lets' budget
- To maintain and update the calendar of lettings and events on a weekly basis for both residential and sports facilities bookings providing up to date information on all bookings
- To keep up to date with current legislation, procedures and regulations relevant to external lettings

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation.

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Events and Lettings Manager - Person Specification

The person appointed will have the following qualifications, experience and attributes

	Essential	Desirable
Experience:		
Accommodation and events management experience		√
Skills and Attributes:		
Highly organised with excellent communication and interpersonal skills	√	
Demonstrate energy, enthusiasm and self-motivation and be entirely reliable	√	
Flexible and willing to work outside normal hours as required	√	
A positive approach to challenges, which seeks solutions to problems and addresses difficulties	√	
ICT literate	√	
Ability to work well under pressure	√	
Ability to develop productive working relationships	√	
Work effectively as part of a team	√	
A commitment to further training and a willingness to participate in the relevant CPD	√	
An energetic and enthusiastic approach	√	
A commitment to the wider life of the School	√	
A commitment to own ongoing personal and professional development	√	