



BURGESS HILL

— GIRLS —

JOB DESCRIPTION

Job Title:	Events Officer
Line Manager:	Director of Finance and Operations
Responsible for:	No direct reports

JOB SUMMARY

The Events Officer is responsible for:

- Leading and organising all events for the Nursery, Junior School, Senior School and Sixth Form to support and fulfil the requirements of the Strategic Marketing Plan.
- Initiating and develop a programme that fully utilises the School's facilities by hiring out facilities beyond the school day and at weekends. The programme has a long term role to support the Strategic Marketing Plan.
- To continue and develop opportunities to hire out the school premises and facilities during the holiday periods.

PRINCIPAL ACCOUNTABILITIES

- Plan, manage and in some cases initiate external recruitment events which support the School's marketing strategy and plan e.g. exhibitions, feeder school events and local events and festivals.
- Prepare and manage the Events Budget.
- Provide information for the Executive SLT and Marketing Consultant on request.
- Oversee in house recruitment events e.g. Open Weeks
- Build a database of alumni and develop a process to support fundraising initiatives.
- Attend any relevant seminars/conferences throughout the academic year.
- Support the Senior Leadership Team with Partnership and Community Activities.
- Work with the Senior Leadership team, Admissions Officer and staff to support initiatives focused towards student retention.
- Work with the Head, Senior Leadership Team and Heads of Department to support curriculum events for current students and their parents.
- Attend key school events during term time – some evenings and weekends.
- Provide a professional welcoming point of contact for parents and pupils (past, present and potential) to ensure they feel valued and positive about their contact with the School.
- Manage effective relationships with other relevant offices within the school, both academic and support staff.
- Support the School's Senior Leadership Team and other internal departments with their requests regarding Events.
- Liaise with potential hirers by conducting tours, explaining our pricing structure, contractual arrangements and access codes and timings.
- Ensure the bookings calendar is up to date at all times.
- Produce contracts for all external hires.

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- Send monthly invoices to hirers and termly invoices to peripatetic staff.
- Attend, organise and run a fortnightly weekly events meetings to check internal and external functions and events are running to plan.
- Maintain up to date records of all bookings for accounting purposes.
- Liaise with internal departments such as; Housekeeping, Catering and IT when additional equipment required by hirers.

CONDITIONS OF SERVICE

Part time – 3 days per week.

52 weeks a year, less holiday entitlement of 5.6 working weeks.

Flexibility of hours essential.