



BURGESS HILL
— GIRLS —
Tomorrow's Women

EVENTS OFFICER (MATERNITY COVER)

CANDIDATE PACK





WELCOME TO BURGESS HILL GIRLS

Burgess Hill Girls is an Excellent rated Independent school for girls aged 2 and a half to 18 years of age. Where every student is known as an individual and provided with an outstanding, transformative education.

Our school motto, 'I am, I can, I should, I will', conveys and underpins our whole approach to education, identifying and releasing the potential of every student as they progress through the school. Ensuring they have the very best possible opportunities to become successful women of the future.

At Burgess Hill Girls, we are exceptionally proud of unlocking the academic talent that is found within our students and strongly believe each individual will thrive in our high-achieving environment. Whilst Burgess Hill Girls aims to provide the very best opportunities for everyone to excel, we believe that success is more than obtaining the highest marks and grades. We recognise just as much all those fantastic qualities that are not materialistic or target driven. Success at our school is when we produce bright, confident and independent young women who have and will continue to achieve great things

There is no glass ceiling at Burgess Hill Girls! Whilst the academic, technical, creative and emotional support is incredible, the breadth of opportunities and enrichment available is extensive. There is something for every member of the whole school community and if the students desire more we have the 'can do approach' to make it happen!



HEATHER CAVANAGH
HEAD



MISSION & AIMS

OUR MISSION

To develop Tomorrow's Women.

OUR AIMS

Our mission is achieved by ten core aims. We will:

- Champion individual strengths and aspirations through our excellent academic provision, extensive co-curricular opportunities and forward-thinking initiatives such as our B-spoke and BOLD programmes.
- Endow pupils with confidence, self-belief and a determination to succeed.
- Embed a strong sense of moral responsibility through activities in the school and the local community.
- Develop meaningful and effective partnerships with local nurseries, and primary and secondary schools.
- Recruit and retain high-quality staff.
- Promote a positive balance between academic work, recreation and volunteering.
- Provide expert higher education, careers opportunities and advice.
- Deliver an outstanding Early Years education to ensure a solid foundation.
- Innovate in the development of our curriculum and facilities.
- Encourage a mutually supportive community that empowers girls to reach their full potential.

Pupils at Burgess Hill Girls will be equipped to lead a fulfilled and productive adult life in a rapidly changing world.



THE SCHOOL

Burgess Hill Girls is an independent day and boarding school for girls located in the centre of Burgess Hill, West Sussex.

The school was founded in 1906 by Beatrice Goode, to provide a high-quality education for girls. The School stands in 14 acres of beautiful grounds within a conservation area close to the centre of Burgess Hill's town, West Sussex.

The School currently educates over 450 pupils, with boys and girls in the Nursery and girls only from Reception to through to the Sixth Form.

All aspects of the school are located on this one campus; Nursery, Pre-Prep and Prep, Senior, Sixth Form and Boarding Houses. Burgess Hill Girls is a day school with a small but nonetheless important boarding community. The school is only a five-minute walk from the railway station (on the London to Brighton line) and close to excellent road networks (10 miles from Brighton city centre and only 20 minutes from Gatwick).

Approximately 50 boarders live on-site, creating a vibrant and inclusive community that welcomes students from around the world. Typically staying full-term, our boarders benefit from a supportive and enriching environment that foster personal growth, independence, and friendship. With a strong sense of belonging, they enjoy a well-rounded experience that combines academic excellence with a wide range of extra curricular opportunities, all within a safe and nurturing home away from home.

Notable alumnae, Bold Girls, include cricketer Caroline Atkins, actor Haydn Gwynne, Presenter Holly Willoughby, neuroscientist Professor Francesca Happé and diversity champion, Funke Abimbola MBE.



CAMPUS

Burgess Hill Girls is set within 14 acres of beautiful grounds within a conservation area close to Burgess Hill town centre in the heart of Mid Sussex.

The site comprises of open playing fields surrounded by natural woodland. The buildings date back to 1704 and are a mixture of Victorian and Edwardian villas complemented with sympathetic contemporary buildings.

The newest additions to the site are the Croft II Performance and Music Academy and Little Oaks, a modern building encompassing Nursery and Infant classrooms.

OTHER BUILDINGS OF NOTE

- Webb House - Main teaching block for Senior School
- Pre-Prep and Prep School
- Music School
- Sixth Form Centre
- Art Department
- Science Centre
- Sport pitches and courts
- Fitness hub
- Dining hall
- Boarding house



JOB DESCRIPTION

Core Purpose of the Role

The Events Officer is responsible for the planning, coordination and successful delivery of a wide range of school events, supporting student recruitment, student retention, community engagement, and the overall objectives of Burgess Hill Girls. Working closely with colleagues across the school, the postholder will ensure that internal and external events are delivered to a high standard, providing an excellent experience for prospective families, current parents, students, staff, visitors and external hirers. The role also includes responsibility for managing venue hire enquiries and supporting the effective administration of the school's events programme.

Key Responsibilities

Event Planning and Delivery

- Coordinate and support the delivery of a programme of recruitment, community and school events across the Nursery, Junior School, Senior School and Sixth Form.
- Assist with the planning and organisation of external recruitment events, including exhibitions, feeder school activities, local festivals and community events.
- Coordinate in-house recruitment events, including Open Evenings, Open Mornings and other admissions-related activities.
- Support the delivery of curriculum, pastoral, and co-curricular events in partnership with teaching and support staff.
- Lead on the organisation and delivery of selected key events, including conferences, networking events, and community partnership initiatives.
- Attend key school events, including those taking place during evenings and weekends, as required.

Event Coordination and Administration

- Manage event requests from staff, ensuring all relevant information is gathered and recorded.
- Arrange and attend planning meetings with event owners to establish objectives, requirements, and timelines.
- Coordinate support from relevant departments, including Facilities, Housekeeping, Catering and IT, to ensure events run smoothly.



JOB DESCRIPTION

- Maintain detailed event plans, schedules, and records to support the effective delivery of all events.
- Organise and coordinate regular events meetings to review upcoming activities and monitor progress.
- Provide general administrative support relating to the school's events programme.

Venue Hire Management

- Act as the primary point of contact for external venue hire enquiries.
- Conduct site visits and tours for prospective hirers and provide information regarding facilities, availability and hire arrangements.
- Prepare contracts and associated documentation for external bookings.
- Maintain accurate records of all bookings and ensure the events calendar is kept up to date.
- Manage communications with hirers before, during and after events, providing all necessary information and access arrangements.
- Raise invoices and maintain records relating to venue hire activity.

Relationship Management and Customer Service

- Provide a professional, welcoming, and responsive service to parents, pupils, prospective families, visitors, and external stakeholders.
- Develop effective working relationships with colleagues across the school to ensure successful delivery of events.
- Support wider marketing, admissions, and community engagement activities where appropriate.

General Responsibilities

- Work in accordance with School policies and procedures.
- Maintain confidentiality in relation to pupils, parents, staff, and School information.
- Demonstrate a flexible approach to working hours, recognising that some evening and weekend working will be required.



SALARY & BENEFITS

This is a part-time (30 hours, 4 days per week) fixed-term contract.

Actual salary: £23,800 (0.8 FTE) (based on £28,750 (FTE))

Additional benefits include:

- Pension contribution
- Significant school fee remission
- Complimentary Staff Lunch in our state of the art dining hall
- Free car parking
- Use of school facilities when available
- Discounted local sports centre membership
- 28 days annual leave (pro rata) + Bank Holidays + discretionary Christmas closure days



APPLY

Candidates are required to submit an application form with supporting letter and details of two referees. References will be taken up prior to interview.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

The 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 & Barring Service.



FOR MORE INFORMATION AND TO APPLY,
PLEASE VISIT OUR WEBSITE [HERE.](#)