



**ST EDMUND'S
SCHOOL**
CANTERBURY

External Relations Assistant (Events & Lettings) Candidate Pack

Permanent Part-time Post: July 2022



DETAILS ABOUT THE POST

Details about the post	
Grade	Pay range £20,809 - £22,825 dependant on experience
Type of post	Part time (Permanent) 15 hours per week, all year round
Holiday	25 days
Start Date	Immediate start available
Post & Department	
Introduction	<p>This part-time role provides high quality administrative support to the External Relations team with a primary focus on Events & Lettings to further champion the profile raising of the school.</p> <p>The External Relations Assistant (Events & Lettings) will report directly to the Events and Lettings Manager.</p> <p>The role is a fantastic opportunity for a professional and hard-working individual with an outgoing personality to join a dynamic and close knit team where no two days are the same.</p>
Hours of work	15 hours a week, plus half an hour for lunch. Weekend and evening work to assist with internal and external events, lets and school Open Days.
Holidays	25 days per annum. We request that holidays are taken during the St Edmund's School holidays with one compulsory week at Christmas.

JOB DESCRIPTION

Key Duties:

- To undertake a range of administrative duties required for efficient and effective, lettings and events
- To respond to potential hirers quickly and efficiently and maintain the lettings booking system by regularly updating the status of bookings and chasing enquiries
- To ensure that all communication reflects the agreed brand of St Edmund's and that a positive image of the school is presented at all times
- To provide support at internal and external events, lets and school Open Days.
- To liaise with internal support departments by providing timely and accurate event/booking information
- The post holder should have some basic financial knowledge in preparing and issuing invoices
- To request and collate all required documents from hirers before their booking commences and provide accurate access information ahead of their booking
- To be responsible for the administration of ticket sales for school events via the online booking platform, collate guest lists and produce attendee lists and seating plans
- In the absence of the Events and Lettings Manager, you will need to be confident to work unsupervised, use your initiative and cover the Office, including any show rounds, calls, emails.
- To comply with policies and procedures relating to child protection, health & safety, security, and data protection confidentially, reporting all concerns to an appropriate person
- To provide shared cover for reception during lunchtime, periods of absence and annual leave
- To support the wider External Relations Team (Admissions and Marketing) when required

The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of this post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">GCSE in English and Maths – min C grade (or equivalent)	<ul style="list-style-type: none">Industry/professional qualification in Administration and/or Events
Skills/Experience	<ul style="list-style-type: none">Creative flair and strong interpersonal skillsStrong attention to detail, accuracy in proof readingExcellent communication skills, written and verbal, with fluency in EnglishExcellent customer service skillsOrganised and able to keep on top of many details and prioritise effectively	<ul style="list-style-type: none">Previous experience working in an events role or education environment
Knowledge	<ul style="list-style-type: none">IT literate (MS packages)	<ul style="list-style-type: none">Understanding of the independent school sectorAwareness of school and/or booking systems
Behaviours	<ul style="list-style-type: none">Professional and self-motivatedA team player but with the ability to work independently and on own initiativeAct with integrityA friendly, approachable and outgoing personality, with strong and persuasive interpersonal skills and the ability to build effective professional relationshipsHighly motivated with the ability to remain calm, flexible and professional in all situationsUnderstand the importance of confidentiality and discretionFlexible approach to working hours with the ability to work evenings and weekends	

CONDITIONS OF SERVICE

Benefits

Workplace pension, Employee Assistance Programme including counselling services and financial/legal advice line, Salary Sacrifice schemes such as Cycle2work, subsidised gym membership, retail discounts and cashback scheme. Parking is free for all staff on the school site and lunch is offered free-of-charge for all staff during term time.

Fee remission is available to all members of staff subject to spaces being available at the discretion of the Governors and subject to change.

Safer recruitment

St Edmund's School Canterbury 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 (DBS).

UK GDPR

Personal information provided by candidates will be kept on a secure file in the school and will not be released to third parties outside the school without the permission of the person concerned, except where there is a legal requirement so to do. Retention of personal information is acted on consent, which can be withdrawn by the individual at any time.

Applications

Applications must take the form of a CV and covering letter including the candidate's suitability for the post with reference to the person specification. The names and contact details (including email addresses) of two referees are required (one of whom must be your current or most recent employer and neither referee should be a relative or someone known to you solely as a friend).

The deadline for receipt of application 9.00am **Tuesday 9th August 2022**, however early applications will be welcomed and interviews can be arranged prior to the deadline for suitable candidates. Applications should be emailed to recruitment@stedmunds.org.uk.