



## Job Description

<b>Job Title:</b>	<b>Events Assistant</b>
<b>Department:</b>	<b>Events</b>
<b>Responsible to:</b>	<b>Head of Events</b>
<b>Last reviewed:</b>	<b>December 2023</b>

### Job Outline

The Events Assistant will support the Events Department in delivering high-end, professional, refined events. The post-holder will play a key role in all events involving parents, prospective families and VIP events, supporting all aspects of delivery.

The Events Department works at a very fast pace with high attention to detail at all times. The role therefore requires a highly flexible, organised, creative thinker, with communication being a core strength.

The Events Assistant must be able to work well under pressure, have the ability to empathise as well as anticipate the diverse requirements that will ultimately support the Events Department at all times.

The Events Assistant will work closely with the Senior Events Officer and other key departments within the School, such as, Estates - Operations, Catering, and Computer Support. For the post-holder to be successful, the Events Assistant will need to have the ability to develop excellent relationships with all stakeholders across the School. The Events Assistant should be able to anticipate project needs, discern work priorities, and meet deadlines with little supervision.

The nature of a 24-hour, seven-day week boarding school means flexibility is vital. In addition to the core working hours, the post-holder will be required to work reasonable additional hours as are necessary for the proper performance of the role and as the demands of the role require. This will include working early mornings, evenings and at weekends, especially on special event days.

### Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

### Duties

- Supporting the Events Department with the day-to-day running of events within the School.
- Responsible for event administration and prioritisation of tasks.
- Responsible for communicating workload on a daily basis and ensuring deadlines are met.
- Coordination of calendars for briefings, meetings and events, including subsequent responsibility for communicating relevant information and minute taking.

- Managing relevant website updates, working in conjunction with the Marketing Department.
- Working closely with the Marketing Department to ensure communications are in line with School strategy.
- Communicate with key stakeholders and suppliers for coordinated delivery of goods and services, externally and internally.
- Provide a departmental link with School Office and Reception.
- Responsible for the set up and taking down of events, including the building and dismantling of event kits.
- Assisting with management of communication and event databases.
- Event stock purchasing and control, in line with Event requirements.
- Responsible for implementing and printing of menus, place names and table plans to a high standard.

## **Other Requirements**

### *Safeguarding and Child Protection*

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

### *Health and Safety*

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

### *Equality, Diversity and Inclusion*

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

### *Code of Conduct*

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

### *Data Protection*

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

## Events Assistant Person Specification

	Essential	Desirable
<b>Qualifications</b>		
Good level of education to a minimum of A level, or equivalent	✓	
<b>Knowledge, Skills and Experience</b>		
Ability to work to deadlines and deliver exceptional service within quick turnaround times	✓	
Ability to work independently, with minimal supervision	✓	
Ability to remain level headed in a high-pressure environment	✓	
Strong literacy and numeracy skills	✓	
High level of computer literacy, particularly G-suite, Microsoft Office, WordPress	✓	
Experience with Adobe Creative Suite		✓
Highly organised	✓	
Highly accurate with excellent attention to detail	✓	
<b>Personal Attributes</b>		
Ability to maintain confidentiality with tact, diplomacy and discretion	✓	
Ability to build relationships easily and communicate at all levels within different departments	✓	
Honest and reliable	✓	
Confident	✓	
Enthusiastic and willing to learn	✓	
Proactive	✓	
Innovative, imaginative with a creative mind	✓	