



Job Description

Job Title:	Events Assistant
Department:	Events
Responsible to:	Head of Events
Last reviewed:	April 2024

Job Outline

This exciting role supports the Events and Commercial Team Managers to ensure that all on-the-ground hospitality services are delivered to a high standard for Haileybury Events, Haileybury Enterprises (HEL) guests, and the wider school community.

The post-holder will ensure these services are delivered efficiently and coordinated to a high level professionally. This will involve clear operational support, with the right level of hospitality coordination in place to deliver a high level of service. Maintaining appropriate systems of work, maintaining standards, and ensuring that all events, external caterers and lettings staff, are adhering to the relevant legislation and regulations, will be integral.

This role will have responsibility for the efficient operational delivery of internal (in-term) and external (out-of-term) events and lettings in and around the School. Attendance at events to assist and ensure the smooth delivery of services to these events is essential.

Working closely with the Senior Events team, General Services Manager and Catering hospitality teams to ensure events are fully planned, briefed, supported and executed on the day and serviced appropriately by the Catering hospitality team. Event office administration will be required in this role and ensuring all key areas relating to events are monitored and up to date. This role will be responsible for maintaining administration and having clear communication when colleagues are on leave.

A key part of this role will be to support the Commercial Operations Directors' office and relevant teams in delivering exceptional levels of operational performance to increase event use and residential lettings of school facilities to outside users, balancing the need to maximise revenues from these lettings, control costs and staffing without compromising the charitable and educational objectives of the School.

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 and assisting the Events Department with the day-to-day running of events within the School.
- Assisting the Commercial Operations Director with External Lettings.
- 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 setup and taking down of events, including the building and dismantling of event kits.
- Event stock purchasing and control, in line with Event requirements.
- Assisting with the management of communication and event databases.
- Responsible for implementing and printing 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
Qualifications		
Good level of education to a minimum of A level, or equivalent	✓	
Knowledge, Skills and Experience		
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	✓	
Personal Attributes		
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	✓	