

# Events Assistant September 2025





# Welcome

**Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.**

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

**Eugene du Toit**  
The Master



# The School

**Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.**

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury



# The role

As a member of the Haileybury Events Department, the Events Assistant will support the coordination and delivery of a busy and varied events programme for pupils, parents, staff, and the wider School community. This exciting role is suited to a flexible candidate with a passion for hospitality and who enjoys working in a fast-paced team environment.

The successful candidate will work closely with the School's internal Operations, Catering and Housekeeping teams to ensure all on-site events are fully planned, briefed and consistently executed to the highest standard.

Strong personal organisation, excellent communication skills and creativity are all imperative to this role. As well as attendance and assisting at events, pre-event administration and record keeping is required to be monitored and up to date for all key areas relating to events.

The Events Assistant is a full-time role; 40 hours per week, term time plus 2 weeks. Due to the nature of the role, there will be a requirement to work evenings and weekends to support the events, for which appropriate time off in lieu will be provided.

The Events Assistant will report to the Head of Events.

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.



# Responsibilities

- Supporting and assisting the Events Department with the day-to-day running of events within the School.
- Responsible for event administration and prioritisation of tasks.
- 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.
- Responsible for the setup and break down of events, including the building and dismantling of event kits.
- Reprographic tasks such as printing, mounting and laminating to produce event stationery to a high standard e.g. table plans, menus, place cards.
- Event stock purchasing, control and inventory management.
- Coordination of event signage.
- Room bookings.
- Catering orders.
- Assisting with the management of communication and event databases.



# 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 and Diversity**

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.





# Person specification

## Qualifications

- Good general level of education to a minimum of A level, or equivalent

## Knowledge, Skills and Experience

- Ability to work to deadlines and deliver exceptional service with 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
- Highly organised
- Highly accurate with excellent attention to detail

## Desirable

- Experience with Adobe Creative Suite or similar

## Personal Attributes

- Confident
- Enthusiastic and willing to learn
- Proactive
- Innovative, imaginative with a creative mind
- 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



# Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.





# Application process

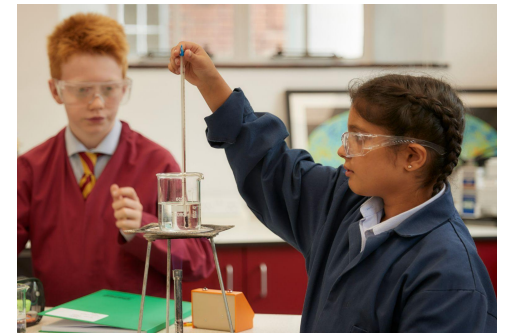
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to [hr@haileybury.com](mailto:hr@haileybury.com) by midday on Friday 29 August 2025.

Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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