

# Events Administrator

August 2026



# 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 2025. 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.



# The role

The Events Administrator works within Haileybury's Events team and is responsible for the day-to-day administration of a busy events office. The role supports the planning and delivery of a programme of events for pupils, parents, staff, and the wider school community.

The position involves a combination of administrative tasks and practical event support, with a strong emphasis on accuracy and presentation. Responsibilities include preparing, reviewing, and proofreading event documentation and communications to ensure a consistently high standard. The role requires excellent written communication skills, with careful attention to detail in all correspondence, schedules, and event materials.

The Events Administrator liaises with internal teams such as Operations, Catering, Housekeeping, and Marketing to ensure that event requirements are clearly planned, accurately documented, and effectively communicated. Maintaining precise records and managing multiple priorities are key aspects of the role.

In addition to office-based duties, the role includes attending events and providing on-site support, including front-of-house responsibilities. This involves assisting with event setup, supporting attendees, and helping to ensure the smooth running of events. A high level of attention to detail is essential in anticipating requirements and maintaining quality standards throughout. Attendance at events may be required during evenings and weekends, with time off in lieu provided.

The Events Administrator will work full-time; term time plus 4 weeks (37 weeks). It is anticipated that this role will commence in August 2026.

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

## Event Administration & Coordination

- Support the day-to-day running of the Events office and assist in delivering a busy annual events programme
- Manage and prioritise administrative tasks across multiple events
- Maintain accurate records, event documentation, and databases
- Coordinate event calendars, bookings, and schedules
- Manage guest lists and RSVPs

## Communication & Writing

- Develop and implement communications plans for events
- Produce high-quality written content including invitations, programmes, and briefings
- Proofread and edit communications to ensure accuracy and consistency
- Work closely with the Marketing Department to ensure all communications align with the School's brand and strategy
- Assist with website updates related to events

## Stakeholder & Team Liaison

- Liaise with internal departments, stakeholders and external suppliers to coordinate event delivery
- Support and collaborate closely with the Events Assistant
- Produce agendas and minutes for briefing meetings and key operational meetings
- Take minutes and ensure all relevant information is effectively communicated and the team prompted accordingly

## Event Delivery & Front of House

- Assist with the setup and breakdown of events, ensuring all equipment and materials are prepared and dismantled efficiently
- Support front-of-house operations, welcoming guests and providing a professional point of contact
- Anticipate and respond to the needs of events in real time

## Operational & Creative Support

- Assist the Events Assistant in producing high-quality event materials (e.g. table plans, menus, place cards)
- Coordinate event signage ensuring alignment with brand guidelines
- Support event stock purchasing, inventory management, and catering orders



# 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

## Essential Skills and Experience

- Excellent written communication and copywriting skills
- Strong organisational and administrative abilities
- High level of attention to detail and accuracy
- Confident and professional in a public-facing role
- Ability to manage multiple tasks in a fast-paced environment

## Desirable Skills and Experience

- Experience in events, hospitality, or education settings
- Familiarity with brand guidelines and basic design input
- Experience working with databases or event management systems
- Reprographics skills

## Personal Attributes

- Ability to work unsupervised and use own initiative
- Conscientious, trustworthy and reliable
- Ability to successfully work to deadlines
- Ability to take a calm and considered approach if working under pressure
- Enthusiastic with the ability to learn



# Benefits

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

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

Other benefits include cycle to work scheme, 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

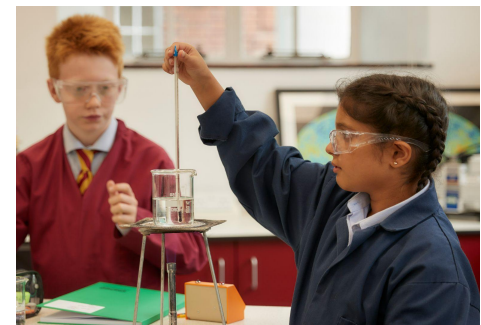
To apply for the above position, applications should include a completed application form (with reference to the candidate brief) submitted to [hr@haileybury.com](mailto:hr@haileybury.com) by **12 noon on Wednesday 22 April 2026**.

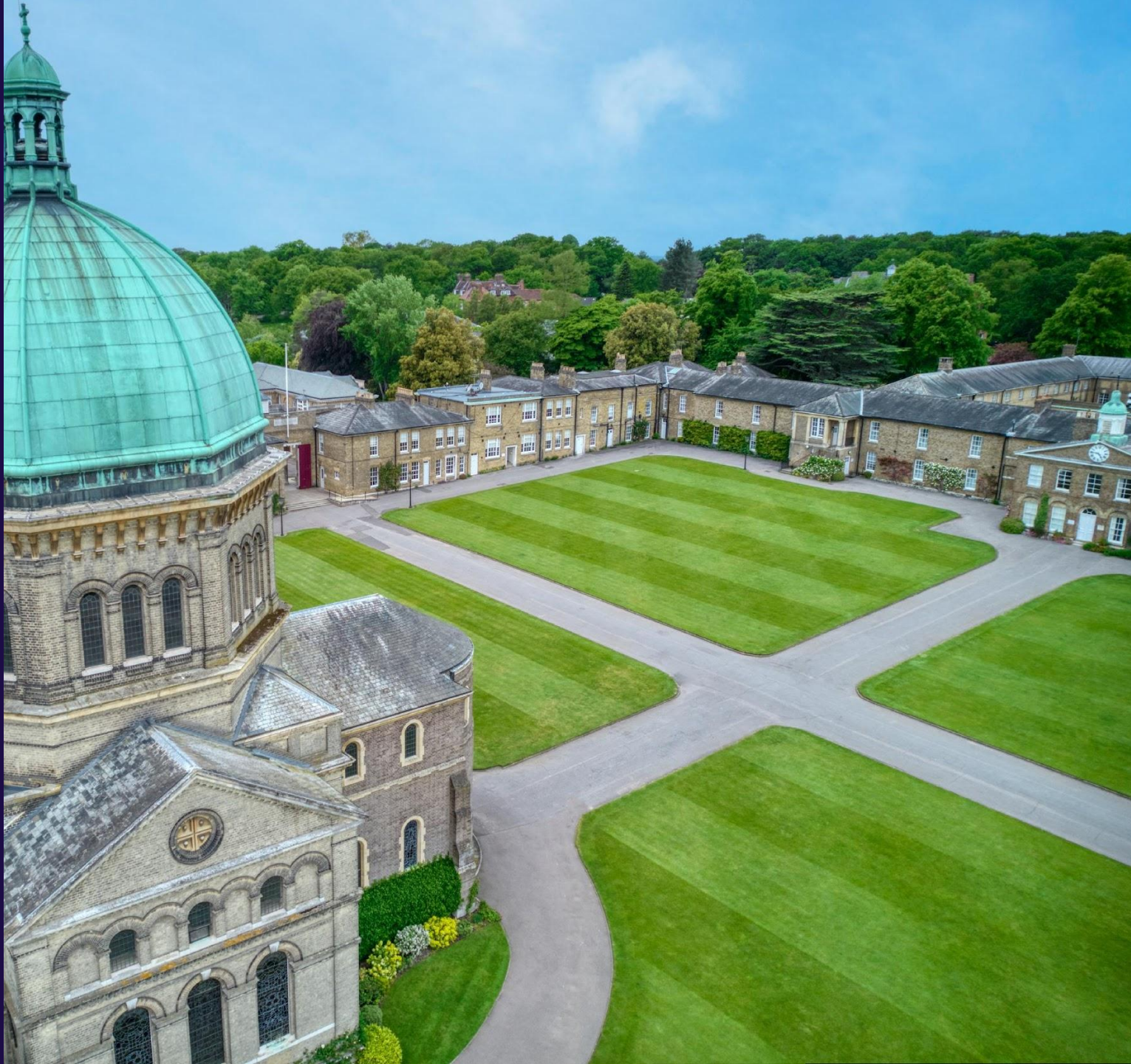
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

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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