



(HMC 1312 boys 11-18, 385 in Sixth Form)

**EVENTS MANAGER  
FULL TIME**

Working within the School's events team the Events Co-Ordinator will be responsible for the management and co-ordination of the School's extensive events programme which includes a wide range of internal events such as music and drama performances in the state of the art Hammond Theatre, sporting fixtures and external lettings. The successful candidate will be customer focused with excellent management, administration and communication skills. You will also enjoy working in a busy environment with varied responsibilities ranging from event organisation, administration, staffing and liaison with internal and external clients. The role will involve weekend and evening work.

The post is full-time and the salary will be not less than £27,000, commensurate with the successful candidates' skills and experience.

**The closing date for all applications is Monday 28 January 2019 at 9am.**

The School reserves the right to commence or complete the recruitment process at any time prior to the closing date.

Further details and an application form may be obtained from the Hampton School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk) and Hampton School offers attractive benefits for all employees. Application forms to be emailed to [recruitment@hamptonschool.org.uk](mailto:recruitment@hamptonschool.org.uk).

*Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer.  
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