



PRÆSTAT OPES SAPIENTIA

HAMPTON SCHOOL

JOB DESCRIPTION

Events Manager

Job Title : Events Manager
Reporting Line : Deputy Bursar
Location : Hampton School Hampton School

The closing date for applications is 9.00am on 28 January 2019.

HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Spring Term 2019. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

The Role

The Events Manager will ensure the smooth organisation, operation and management of School (excluding Alumni) events and external lettings. They will be responsible for liaising with School staff and external agencies to ensure the efficient running of these events as required, and will act as a point of contact on the day of the event/performance for the organisers.

Key Responsibilities

The post requires an understanding of a variety of services needed to make the wide range of School and external events successful, including licensing, health and safety issues, box office, stewarding and security and bar management. The job is very much focused on the running of events, so evening and weekend working will be required.

Event Administration

- Efficient management and communication of event Calendar and weekly event updates
- Manage all external quotes and invoicing

Events Management

- To manage and co-ordinate the organisation of large scale school events (e.g. Music and Drama department concerts and productions, Alumni Events, Admissions, Enrichment visits)
- Liaise with internal and external clients to ensure there is appropriate signage, registers and badges, table dressing, room layouts and reserve parking spaces, as required

External Lettings

- Oversee and manage the administration of external events including dealing with telephone and email enquiries; Sports Bookings; Public Benefit and other Hammond Theatre bookings
- Attend events as required, including evenings and weekends and provide 'Front of House', Health & Safety and First Aid cover as necessary

Live Screenings Programme and External Shows

- Organise booking, management and payment of ushers
- In conjunction with the Theatre Manager ensure the Box Office and bar are appropriately staffed

Bar Management

- Ensure accurate stock taking and supply
- Ensure the bar is kept tidy and manage the setting up and balancing of floats
- Co-ordinate use of the Bar by different stakeholders

Parents Associations

- Provide administrative support to parents Associations (e.g. HSPA, HMS) in the organisation of events that take place at school

Other

- To undertake the role of Fire Marshal and First Aider as required. Training would be provided
- To undertake any other duties as reasonably required by the Headmaster/Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a “flavour” of the position and responsibilities

Training

- Where necessary, to undergo on the job training under the general direction of your Line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

Skills, Experience and Qualifications

The successful candidate will be able to demonstrate the following skills, experience and qualifications:

- A commitment to promoting the safeguarding and well-being of children
- A self-motivated individual who can demonstrate excellent written and verbal communication skills to be able to deal politely and effectively with staff, pupils and parents
- Previous experience managing events
- Loyal, approachable, efficient, enthusiastic, conscientious and hard working
- Reliable, flexible, courteous, calm and articulate
- Ability to prioritise and multi-task
- Excellent attention to detail
- Experience of working in a customer focused environment
- General office administration
- Substantial use of databases, internet and email, Microsoft Word including mail merge
- An excellent telephone manner and ability to deal confidently with enquiries
- A high standard of personal presentation with a pleasant, helpful and polite personality
- Initiative, common sense and patience combined with enthusiasm, willingness and flexibility
- An ability to work under pressure and the flexibility to adapt to ever-changing priorities.
- The ability to identify and complete work independently

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary will be not less than £27,000 commensurate with the successful candidate's skills and experience plus free lunch during working hours, health insurance and other benefits. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

Hours and Holidays

This is a permanent full-time position and normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required.

The role will also involve some evening and weekend work to assist with Events, as required.

The annual leave entitlement is 26 working days per academic year.

Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Childcare Vouchers

The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.

Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.

January 2019