



Clifton High School

CANDIDATE INFORMATION
EVENTS COORDINATOR



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BEYOND A SCHOOL, a place to belong



AN INTRODUCTION TO OUR SCHOOL

Clifton High School is a forward-looking school set in beautiful surroundings in the heart of Clifton. We are a mid-sized, all-through, independent school, educating boys and girls from 3-18 years. 'Realising Individual Brilliance' is more than just a tagline at Clifton High, it is something we truly believe in and see exemplified in many ways, every day at our School. Each child's unique talents and qualities are nurtured and celebrated, in ways bespoke to them as an individual.

Clifton High School is known for its strong pastoral and family ethos. The safety and wellbeing of each pupil is our priority. We are a School that ensures a child's emotional and personal development is given the same level of importance as their academic achievements. Parents comment on the excellent relationships between staff and pupils - relaxed but always respectful. The rapport, encouragement and support available to every single child, pupil and student create an atmosphere where children and young people can develop happily and progress successfully



JOB DESCRIPTION

Job Title:	Events Coordinator
Department:	Events Marketing
Reports to:	Marketing, Communications and Events Director

GENERAL QUALITIES

The role of Events and Marketing Co-ordinator is a fast paced, creative and sociable position that aims to deliver exciting campaigns and memorable events to Clifton High Schools vibrant community and potential future families. Working to a busy calendar of recurring, seasonal, standalone and education events which vary from parents' evenings and staff training days to annual celebration days and Open Events that occur during the school day, weekday evenings and occasionally weekends.

You will be responsible for the organisation, promotion and communications around the event, practical delivery and running of the School's engaging and diverse events, requiring you to be pro-active, hard-working, highly organised and personable.

Whilst working with the Marketing, Communication and Events Director and as part of that wider team, the role aims to build on and retain the School's excellent reputation and community spirit, whilst inevitably working to increase school numbers and success in accordance with the strategy.

SAFEGUARDING

All staff at Clifton High will be committed to Safeguarding and promoting the welfare of children and young people across this 3-18 School, both in and out of the School. They will also ensure that any volunteers they have engaged to work with the children and young people are also committed to Safeguarding and are fully aware of the School's policies and procedures beforehand.



TERMS AND CONDITIONS SPECIFIC TO THE ROLE

This is a predominantly term time. The role is 42.5 hours per week, provisionally set as 8.00am – 5.00pm, Monday to Friday, but will need to be adjusted to work flexibly to cover evening events which occur most weeks and on weekends occasionally. This includes a 30-minute break (generally to be taken at lunch), which is unpaid. Attendance at annual School events, and CPD days is required.

Outside of term time there are 14 days to be worked during the holidays.

There is a pension scheme for all Business Support Staff and a school fee remission scheme is available. All staff are entitled to a two-course daily lunch during term time and to refreshments throughout the School day.

MAIN RESPONSIBILITIES

EVENTS

Organise the logistics and operational side of school events

- Ticketing where necessary
- Co-ordinating with other teams required/involved
- Understanding and contributing to the cause of the event, researching and assisting where necessary i.e. for a charity day, background on the chosen charity
- Liaising and managing contracts with suppliers when required

Create an event schedule for preparation and the running of the event

- Working to digital formats in the main, using tools such as AI planners to become more efficient
- Manage the communication with key stakeholders or departments/colleagues who will disseminate information
- Work across departments with contributors particularly with colleagues across different areas and job roles



MAIN RESPONSIBILITIES CONT.

- Occasionally working with and supporting pupils directly in their events and projects
- Being a pro-active, open, informative point of contact for attendees, mainly parents, but this could be members of the local community, venues or dignitaries.
- Physically set up and strike all School events with relevant support that occur during the school day, weekday evenings and occasionally weekends or some unsociable hours
- Be present, pro-active and hands on at all School events
- Co-ordinate the running of School events in person
- With Marketing and Communications support the promotion of School events via the relevant channels, website, social media, adverts etc.
- Submit, maintain and complete all administration in regard to events, including risk assessments, booking forms, feedback on an events success etc.
- Represent the school as an ambassador at events, and with potential families, current parents and pupils
- Work to set budgets for each event
- Organise and attend weekly meetings with various departments to look ahead at events
- Help to create visuals to support an event with Digital Marketing Executive - Using Canva, Photoshop, InDesign where proficient
- Within all these responsibilities work proactively but be on top of changes and clearly communicating them where relevant
- Source and purchase event merchandise where necessary
- Working closely with the Development Team to align and support each other with the external events they are responsible for and internal ones you are.
- Take on the role of Fire Marshall and First Aider at events, training and proficiency in these responsibilities will be required
- Daily website updates largely relating to events

GENERAL

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School's Development Plan.
- Support and contribute to the School's responsibility for safeguarding students.
- Work within the School's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Take responsibility for their own CPD, and to attend and participate in meetings, training, performance development and professional development processes as required. From time to time this role may also include providing support and cover within the department or the wider Business Support team, with normal duties being temporarily put 'on hold', as directed by their line manager.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post.



PERSON SPECIFICATION

Skills and Abilities	<ul style="list-style-type: none"> • Confident speaker • Able to take charge of a situation/project • Effectively prioritise • Highly organised • Strong communicator, ensuring efficient and informed collaboration, providing clear digital plans for others to follow • Excellent interpersonal skills to build relationships with colleagues and wider community
Experience	<p><u>Essential</u></p> <ul style="list-style-type: none"> • Event organising, preparation and delivery • Event management, preparation and delivery • Digital communications and planning • Customer service • Working to project deadlines <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Project management • Website management • Working in a school environment
Qualifications and Professional Development	<p><u>Essential</u></p> <ul style="list-style-type: none"> • At least grade 6 (or equivalent) GCSE English and Mathematics • Educated to at least A level • Evidence of continuous professional development <p><u>Desirable</u></p> <ul style="list-style-type: none"> • Good degree or equivalent in marketing, business, event management or a related field
Attitudes and Outlook	<ul style="list-style-type: none"> • Boundless energy and vision • Ability to work under pressure and a capacity for hard work • Ability to appreciate the needs of the whole School • Positive and proactive approach to continuous improvement • Ability to work as a member of a team •

CLIFTON HIGH AS A BUSINESS

Just like any other independent school, Clifton High is a business. Our product is a high-quality, desirable education. However, to ensure that we can continue to provide the education and experience that we are so passionate about, we must function as a successful business. This is largely down to fees; securing future pupils and retaining families, and maintaining and building on the good reputation we have. Our parents are our customers and are making big financial and emotional investments in our School. As such, all employees are representatives of the School and play a part in its success.

With a flourishing and affluent population, the demand for independent education in Bristol is strong. However, the offering from the independent sector is highly competitive, with more independent schools within the city and its outskirts than anywhere in the country other than North London.

As a school, we have learnt never to be complacent but to strive to keep competitive and ahead of the game. Clifton High School has a unique offering where extra-curricular activities and personal and social development are given emphasis alongside academic excellence. Our parents very much value this; indeed, it is an important reason why they choose us. Competition to attract pupils is high and as such we seek to appoint and retain staff of the highest calibre who act as ambassadors for the School and embrace and reinforce our ethos and values.



BEING A CLIFTON HIGH EMPLOYEE

Working at Clifton High School involves a commitment to the vision, culture and heart of the School; all staff work with colleagues to ensure that the School fulfils its aims.

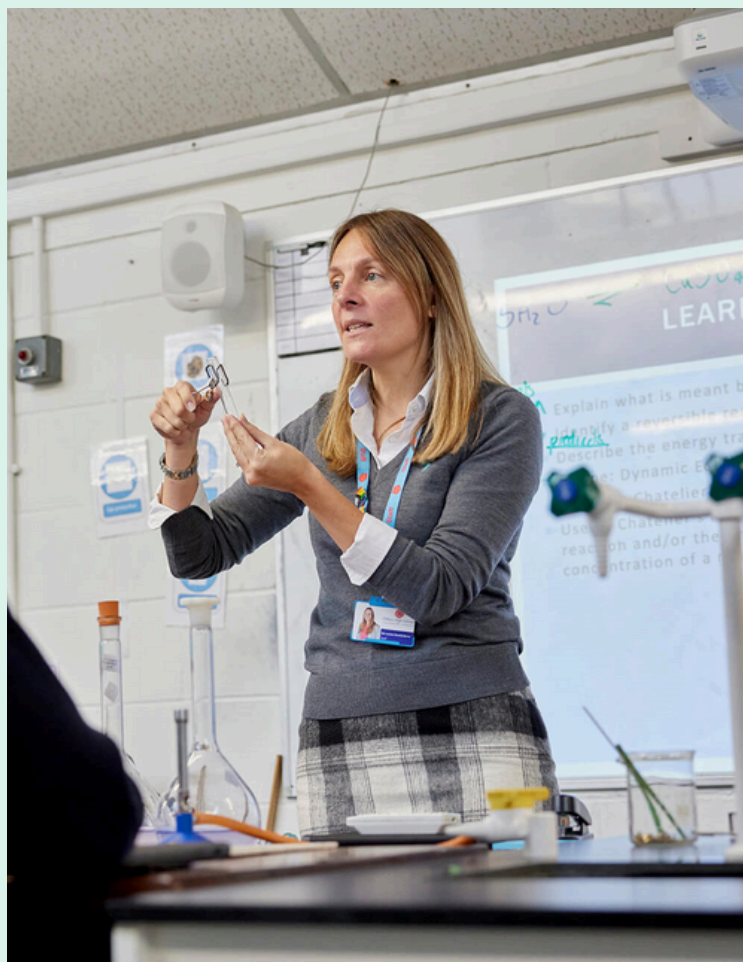
Our pupils are fun, inquisitive, enthusiastic and rewarding, and staff are expected to share and champion our passion for bringing out the best in each and every one of them. Classes are small, giving staff the opportunity not only to strive to achieve the highest standards within it, but also to make a significant contribution beyond it. All staff enrich and strengthen the wider life of the school by undertaking duties and offering and supporting activities or clubs. As role models for our young people, you are encouraged to show planned and focused career development.

Whilst focusing priority on excellence in the teaching and learning of our young people, as well as their personal development; staff are also encouraged to learn new skills and advance their own professional growth. The School encourages its young people to acquire skills and its staff must lead by being open to new skills and knowledge.

We very much want every individual, whether part of teaching, support, business administration or otherwise, to feel that they belong to our community and share our common goal with the health, safety, well-being and education of our young people at its core. Realising Individual Brilliance is not just for the pupils, but for everyone at Clifton High.

What do we have to offer you?

- Committed and supportive staff
- Motivated children with a desire to learn
- A drive to change and be better
- A culture of high ambition and excellent pastoral care throughout the school
- A history of embedded excellent best practice
- A creative and inspiring ethos and school values that our children and team carry for life
- Strategic, committed and supportive leaders
- Regular support and training to update skills
- Healthy and nutritious two-course lunch during term times
- 'School Fee Discount Scheme' for permanent staff members
- Regular staff socials



OUR VALUES



CURIOSITY

We want to encourage a natural and joyful interest in our pupils that inspires playful exploration and discovery in the world around them



LOVE

We want children to understand and appreciate the importance of showing love and respect; not only to fellow humans, but to the world around us.



EMPATHY

We place huge importance on our ability as humans to put ourselves in other people's shoes and show compassion towards them.



DIRECTION

We believe in guiding and supporting individuals to discover their own unique brilliance and helping them find the right path to fulfil their potential.



OUR STRATEGIC AIMS

At Clifton High School, our aims are based around six key areas:

- Raising Expectations and Academic Outcomes
- Mental and Physical Wellbeing
- Technology for Learning and Communicating
- The Business of Education
- Learning and Teaching
- Our Environment



Clifton High School

**THANK YOU FOR YOUR INTEREST IN
WORKING AT CLIFTON HIGH**