



Job Description and Person Specification

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p>	<p>Events and Outreach Coordinator</p>
<p>Summary of the role:</p>	<p>Working within the Marketing and Admissions team, support the Head of Marketing alongside the Head of Admissions and Year Heads with the development and organisation of the School's annual calendar of recruitment and marketing events; promotional activities; and Outreach events. Support the Marketing and Admissions team with general administrative duties.</p>
<p>Line management responsibility:</p>	<p>N/A</p>
<p>Line managed by:</p>	<p>Head of Marketing</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • Assist the Head of Marketing alongside the Head of Admissions and relevant Year Heads in the planning, organising and administration of school events and marketing and promotional activities throughout the School year including: • Open Mornings/Evenings (including Sixth Form) • Junior and Senior Taster Events • Transfer Days and Pupil Induction Days • Feeder School Events • GCSE and Sixth Form Option Evenings • Familiarisation Visits (including International education agents)



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- Any other recruitment events as required
- Provide basic cover for staff in the Admissions and Marketing office during holiday absence or illness.
- Support the Admissions & Marketing team with clerical/administrative support as required.
- Support appropriate staff with the organisation and administration required for Outreach Events within the local community.
- Update the School's 'Together' website (part of ISC website) with Sidcot Outreach information.
- Perform other duties related to the job purpose that may be reasonably required by the post holder's line manager, Headmaster and his deputies.



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	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed.	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria.	
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role.</i></p> <ul style="list-style-type: none"> • Experience of working in a similar role in a customer-focused industry. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role.</i></p> <ul style="list-style-type: none"> • Experience of working in the independent school sector • Experience of using a CMS (Website content management system) • Experience of generating content – on/off line and writing press releases. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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<p>Skills</p>	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proficient use of standard computing software including Microsoft Excel, Word and Outlook • Ability to undertake a range of office administration accurately and effectively, including data entry skills • Excellent organisation skills • Able to prioritise a demanding and variable work load, multi-tasking in a calm and measured way • Excellent numeracy and analytical skills • Excellent written communication skills • Effective verbal communication and interpersonal skills and ability to relate well at all levels 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An ability to write well and in different styles, understanding the audience and adapting tone appropriately. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
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<p>Knowledge</p>	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An understanding of what is required to deliver complex events to a very high standard with key attention to detail, with previous track record of success in this area. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge, understanding and appreciation of the Independent school sector and the benefits of a private education. 	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references
<p>Personal competencies and qualities</p>	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Supportive of the Quaker ethos and principles • Natural communicator with great empathy • Neat and efficient, presentable and flexible with a strong belief in customer service. • A proactive and confident approach with high levels of creativity. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> • Contents of the application form • Interview • Professional references



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	<ul style="list-style-type: none">• A self-starter• A team player with a 'can-do' attitude• Enthusiastic achiever with track record of meeting targets and getting things done.		
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