



The Blue Coat School

Job Description & Person Specification

EVENTS COORDINATOR

Grade 3, Full time / Full year

Job Purpose

Under the direction of designated senior staff, undertake end to end administration procedures linked to the smooth running of the school's educational visits and events. Manage the School Fund and ensure effective use of financial resources. Support the Estates Manager in their role of organising whole school events as well as aspects of estate and health and safety management.

Responsible to:

Estates Manager

Key Tasks

Educational Visits and Events

1. Deliver end to end administrative support for school trip arrangements, ensuring adherence to school policy, working closely with the school's Educational Visits Coordinator.
2. Support trip leaders with trip budgeting and ensure the Evolve (trips) system is accurate and up to date.
3. Arrange hotel and transport bookings and advise on travel and insurance requirements.
4. Work with the Estates Manager to ensure that school events and hospitality run smoothly through effective planning, preparation and communication, resolving any issues arising.
5. Under guidance from the Estates Manager, ensure that events are health and safety compliant and that appropriate risk assessments are in place.
6. Ensure any spend for school events is appropriate and offers good value for money.
7. Arrange and support lettings in line with the school's Lettings Policy and ensure the receipt and reconciliation of lettings fees and charges.
8. Provide cover as part of a rota for the school's main reception desk.

School Fund

1. Administer the School Fund and associated holding accounts, keeping a full and accurate record of all transactions and reconciling bank statements, ensuring compliance with appropriate legislation, policy and audit requirements.
2. Handle and resolve queries arising; where necessary, with support from the school's Finance Team Leader as necessary.
3. Produce financial reports as required and, under the guidance of the Finance Team Leader, support audit and inspection visits.
4. Assist in the administration and reconciliation of cashless payment systems, e.g. for school meals and trips, and generate reports as required.
5. Resolve parental queries in relation to the cashless payment system.



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Estate Support

1. Support the Estates Manager with the implementation of whole school health and safety strategies and events.
2. When required, support the Estates Manager with school development and maintenance programmes.
3. Build strong working relationships with school estates stakeholders, handling and resolving queries.
4. Support the Estates Manager in working closely with third party providers such as catering and cleaning teams to ensure the school receives good customer service in accordance with the third party's contractual obligations.
5. Assist in costing, purchasing and monitoring estates budgets under the guidance of the Estates Manager, ensuring that school operations of estates and facilities offer good value for money.

Standard Duties

1. To understand the importance of inclusion, equality and diversity, both when working with pupils and with colleagues, and to promote equal opportunities for all.
2. To uphold and promote the values and the ethos of the school.
3. To implement and uphold the policies, procedures and codes of practice of the school, including relating to customer care, finance, data protection, ICT, health & safety, anti-bullying and safeguarding/child protection and to maintain high standards in your own attendance and punctuality.
4. To take a pro-active approach to health and safety, working with others in the school to minimise and mitigate potential hazards and risks, and actively contribute to the security of the school, e.g., challenging a stranger on the premises.
5. Participate fully in staff training and development opportunities including attendance at staff meetings, and work to continually improve own and team performance, and that of the schools, sharing skills and expertise with others as required.
6. Attend and participate in relevant meetings as appropriate.
7. Undertake any other additional duties commensurate with the grade of the post.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.



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EVENTS COORDINATOR	Essential	Application Interview
Qualifications		
GCSE passes in English and Maths (Grade C / Level 4 or above)	E	A/I
Existing accreditation or willingness to complete health and safety training	E	A/I
Post-GCSE qualifications in finance or events management	D	A/I
Experience		
Excellent organisational skills including the ability to multi-task	E	A/I
Experience of managing financial processing and month end procedures	D	A/I
Excellent communication skills, both written and verbal, with the ability to deliver excellent customer service to internal and external stakeholders	E	A/I
Experience of acting on own initiative to solve problems	E	A/I
Competent user of Microsoft Office packages (Word, Excel)	E	A/I
Skills and Abilities		
Communication, negotiation, and interpersonal skills to deal with a wide range of people and personalities in a professional manner.	E	A/I
Willingness and ability to learn basic financial account management and work to a high degree of accuracy	E	A/I
Organisational skills with ability to give and receive clear instructions, in person, in writing, and over the telephone.	E	A/I
Interpersonal skills to maintain effective working relationships with colleagues, parents, pupils and contractors.	E	A/I
Analytical skills to be resourceful and solve problems using own judgement to interpret information and situation.	E	A/I
Initiative to independently make decisions without reference to a manager.	E	A/I
Organisational skills to work under pressure and to prioritise and re-prioritise the work of colleagues to meet potentially conflicting deadlines.	E	A/I
Knowledge		
Knowledge of secondary school operation	D	A/I
Knowledge of basic health and safety and risk assessments in a school setting	D	A/I
Knowledge of facilities organisation / event management	D	A/I
Understanding of why safeguarding and confidentiality are important when working with children and young people	E	A/I
Work circumstances		
To be able to offer occasional, pre-planned out of hours support for school functions, on or off site.	D	I

N.B any candidate with a disability who meets the essential criteria will be guaranteed an interview