

The school is committed to safeguarding and promoting the welfare of children
In addition, young people and expects all staff to share this commitment



JOB DESCRIPTION

TRAINING AND EVENTS ADMINISTRATOR

GRADE: SCALE 5 OR SCALE 6, DEPENDENT ON EXPERIENCE

35 HOURS PER WEEK, TERM TIME ONLY

RESPONSIBLE TO: EXECUTIVE HEADTEACHER / DEPUTY HEADTEACHER/ HEADS PA

PURPOSE OF THE JOB:

- To organise and host a programme of events supporting Outreach and the School in the Training Suite.
- Organise and coordinate an online platform for training events, to promote the training suite in the local community.
- Coordinate the training database so all training is recorded.

KEY ACCOUNTABILITIES:

- Liaise with Senior Leadership (SLT), Outreach and SaLT (Speech and Language Therapists) to coordinate and manage the training calendar.
- Devise a programme of events, including school events, external events with speakers and trainers, parent conferences and training events.
- In consultation with the Senior Leadership Team, create and manage pricing structures for a variety of events e.g., day delegates, conferences and internal/external training events.
- Ensure that all events are delivered in line with agreed budgets and time frames.
- Book guest speakers for events.
- Coordinate the booking system and the use of the two training rooms.
- Create promotional material for events and circulate appropriately and manage mailing list for external events and send out invitations.
- Coordinate the trainee register including payment and creating invoices.
- Review and respond to general event correspondence in relation to the Training Suites.
- Create and manage external attendee registers for events. Following up on non-attendance and report to host.
- Manage school training register for internal training events and maintaining up to date training tracker database for current staff.
- Collate feedback on events and training and feedback to host/trainer.
- Oversee the smooth running of the event on the day, including greeting and checking in participants, ICT check, ensuring health and safety protocols are followed. Organising refreshments and lunch orders when appropriate, including setting up and clearing up for events. Keeping all areas of the training rooms, kitchens and equipment clean and looked after.
- Liaise with premises staff, cafe staff and ICT staff to ensure that the room is set up appropriately.
- Create certificates for attendees at training events where appropriate.
- Work with an apprentice from Project Search where appropriate to support with the running of the training suites.

- Update the Training Suite social media channels with event information, stories and articles of general interest and any reminders or notices as and when required.

ADDITIONAL DUTIES

To play a full part in the life of the school and its community to support its mission and ethos and to be a role model for staff and students.

VARIATION CLAUSE:

1. This is a description of the job, as it is constituted at the date shown. It is the practice of the school to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Executive Headteacher in consultation with the Post Holder.
2. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

FLEXIBILITY CLAUSE:

- Other duties and responsibilities express and implied, which arise from the nature and character of the post within the school mentioned above or in a comparable post in any of the school's other sections or departments.
- Staff are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

EQUAL OPPORTUNITIES STATEMENT

To ensure equality of opportunity for all people in service provision and in employment, and to oppose strongly any form of discrimination.

SAFEGUARDING

Phoenix is committed to the safeguarding and welfare of our children and young people and expects all our staff and volunteers to share this commitment.



PERSONAL SPECIFICATION

**GRADE: SCALE 5 OR SCALE 6, DEPENDENT ON EXPERIENCE
35 HOURS PER WEEK, TERM TIME ONLY**

RESPONSIBLE TO: EXECUTIVE HEADTEACHER / DEPUTY HEADTEACHER/ HEADS PA

All post holders are expected to demonstrate a commitment to Equal Opportunities and a proven ability to work effectively in culturally and linguistically diverse classrooms.

APPLICANTS MUST HAVE:

- Good experience of organising and managing a large range of events.
- Excellent ICT skills.
- Accounting and finance skills.
- A proficient knowledge of Microsoft Office and Microsoft Office 365 and a working knowledge of databases.

EXPERIENCE AND EVIDENCE OF:

- A keen sense of budgeting and financial awareness.
- Organising large events.
- Project management and events coordination.
- Experience of delivering several projects simultaneously within an agreed timescale.
- Understanding of, and empathy with, the needs of event organisers.
- Practical knowledge of how to plan, execute, manage and troubleshoot the organisation of events.
- Experience of customer liaison and commitment to customer care and satisfaction.

KNOWLEDGE AND UNDERSTANDING OF:

- Complex timetabling.
- Organisation of events.
- Knowledge of health and safety for events and risk managements.
- Knowledge of a range of marketing planning and promotion techniques across a variety of media and their application to events and training.
- Basic technical knowledge of audio-visual systems.
- Knowledge and understanding of using SIMS MIS or of Similar MIS System to track training records.

SKILLS AND ABILITY TO:

- Excellent interpersonal skills, which enable a training administrator to serve as a point of contact for vendors and participants and represent Phoenix School.
- The ability to work effectively and efficiently under pressure using initiative where needed.
- Ability to work across teams and departments in a collaborative manner and to proactively engage colleagues on projects and initiatives relevant to the needs of the school.
- Strong interpersonal skills including networking and the confidence and ability to liaise and negotiate at a senior level.

- Able to work with others to identify needs for an event and use expertise to shape a successful outcome, managing expectations and keeping people connected whilst striving to deliver as close to the requirement as possible.
- A strong collaborative and professional approach with the ability to quickly build and maintain strong working relationships.
- Ability to ensure that the multiple colleagues and stakeholders involved in an event are kept informed and engaged in the development, delivery and review of an event with attention to detail.

PERSONAL QUALITIES

- Flexibility and ability to work as part of a team and commit to the School's values.
- A commitment to working positively with and to embrace the challenge of working with multiple agencies.
- A sympathetic approach to parents.
- An understanding of the need for confidentiality across all aspects of booking and attendees.