

JOB DESCRIPTION

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| Job Title: | External Relations & Events Coordinator |
| Line Manager: | Deputy Head Operations |
| Purpose of Job: | To foster and develop positive, effective and efficient relationships with all members of the current, former and wider St Hugh's communities |
| Hours of Work: | 28.5 hours per week during term time. In addition, all INSET days and a further 25 days that account for hours worked during some evenings/ weekends and time allocated to School holidays, as agreed with the Headmaster. |

FOSH (Friends of St Hugh's)

- Co-ordinating and supporting the work of the Friends of St Hugh's
- Arranging and chairing meetings at least once per term
- Ensuring that Form Reps are appointed for each form on an annual basis
- Ensuring that Form Reps organise form and year group 'get-togethers' to assist new families to integrate and get to know each other
- In conjunction with the Headmaster / Deputy Head Operations, coordinating the arrangements of all FOSH events (not limited to the list below)
 - Fireworks
 - Christmas Fair
 - St Hugh's Ball
 - Summer Fete
 - Parent Social Events such as Coffee Mornings, Wine Tasting, Race Nights
- Liaising with the Bursar and Headmaster regarding suggestions for projects which FOSH can support

Alumni

- Researching, planning, developing and delivering a St Hugh's alumni programme for all ex-pupils, staff and parents of the school

Partnerships

- Researching, planning, developing and delivering a coordinated partnerships programme for St Hugh's with local, national and international connections
 - Coordinating the charitable work of the school as chair of the Charity Committee and in conjunction with the Head of Houses as required (Eg Hello Yellow Day)
- Supporting the Deputy Head Academic and Heads of Departments in developing a programme of visiting speakers for pupils and the wider school community

Front of House

- Supporting the Director of Marketing and Admissions with Prospective Parent Visits and Admissions Events
- Supporting the HR Officer by coordinating interviews/ application documentation and hosting candidates for interview.
- Supporting the Deputy Head Operations with coordinating school events as required including, but not limited to, Curriculum Evenings, School Productions, Harvest and Carol Services, Speech Day, In House Open afternoons.
- Supporting the Headmaster with coordinating staff events as required

- Supporting the Bursar with Governors events as required
- Acting as the school's coordinator for 'ClassList'
- Acting as the school's coordinator for 'SchoolCloud'
- Coordinating the Second Hand Uniform Shop

PERSON SPECIFICATION

| Criteria | Essential | Desirable | Measured by/ evidence |
|--|---|---|---|
| Education and Qualifications | Degree level or equivalent | | A / I |
| Knowledge and skills | <p>Ability to work on own initiative to a high standard. Able to prioritise when there are conflicting demands in order to meet deadlines</p> <p>Excellent interpersonal and customer-facing skills with a warm, friendly and professional manner.</p> <p>Able to foster good working relationships with all members of the School community (staff, pupils, parents/carers and visitors) either in person or on the phone</p> <p>Ability to work collaboratively in a team</p> | <p>Proficient in the use of Office 365 and all main Microsoft applications.</p> <p>Use of school database applications</p> | <p>A / I</p> <p>A / I</p> <p>A / I</p> <p>A / I</p> |
| Experience | Experience of budget monitoring and management | <p>Experience gained in a school environment</p> <p>Experience of events organisation</p> <p>Experience of project management</p> | A / I |
| Personal competencies and qualities | Ability to communicate succinctly and effectively both orally and in writing, using appropriate language | | A / I |

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| | <p>Friendly and approachable with a can-do mind-set</p> <p>Tact, sensitivity and the ability to handle confidential material with discretion as well as an ability to remain calm and professional in all situations</p> <p>High degree of personal motivation, initiative, energy, creativity and drive</p> <p>Ability to build good relationships with parents and colleagues, including working collaboratively within a team and an ability to take direction</p> <p>Self-motivated and versatile, showing an ability to work on own initiative, plan, prioritise, coordinate and lead, taking ownership of a task and seeing it through to completion</p> | | |
| Other requirements | <p>Knowledge of safeguarding children legislation and good practice</p> <p>Empathy with the ethos, values and aims of St Hugh's</p> | | A / I |