



Prior Park Schools

Post: Events & Activities Co-Ordinator

Reporting to:

1. Commercial Manager
2. Director of Finance & Operations

Prior Park Schools

Prior Park Schools is a family of Christian schools based in Bath and Gibraltar. Together, the Schools offer education for pupils aged between 3 and 18. Since the establishment of Prior Park College in 1830, the family has grown, with The Paragon School joining in 2006, and Prior Park School Gibraltar being opened by Prior Park Schools in 2016.

The Schools' Mission is to steward a thriving family of communities with love for the young people they serve at their heart. These vibrant communities cultivate creativity, foster integrity, and transform lives.

Across three sites, the Schools educate over 1100 young people of all faiths and none. The values underpinning the Mission and the Schools' educational offerings are Curiosity, Generosity, and Courage. The Schools believe that quality education changes lives and that outstanding schools are engines for positive social transformation.

Our Schools provide excellent teaching, equipping our young people to leave for a variety of exciting destinations. The success of what the Schools do in the classroom is intertwined with their co-curricular offerings. The young people undertake a wide variety of activities, which, in addition to being fun, challenge them to persevere to succeed. We work together imaginatively and courageously to hone the skills our young people need to forge their place in the world.

Prior Park Schools (PPS) have long been renowned for the quality of their pastoral care. Grounded in the love that sits at the centre of our Mission, our pastoral ethos allows young people to feel safe and secure to challenge themselves, to learn who they want to be, and to discover the difference they want to make.

Each of the Schools' Heads are supported by a Leadership Team, who together lead the day-to-day educational business of their respective schools. The Board of Trustees provides governance and support for the Heads and their schools via a number of Advisory Committees which include Local Boards for each of the schools, the Finance, Audit, Investment & Risk Committee (FAIR), an Education Committee and Safeguarding oversight.

The Executive management of the schools is devolved to the Prior Executive Board (PEB), the standing members of which are the Heads of each constituent school and The Director of Operations & Finance. The PEB drives the strategic development of PPS, ensuring that it is on track to deliver its vision and thereby remains a market leader in independent education.

Purpose of the Role

The Events and Activities co-ordinator is a key role providing support to the wide range of commercial activities hosted at Prior Park College. These include up to 20 Weddings per year, internal and external residential letting programmes, baptisms, parties, anniversaries, wakes and large-scale sports events involving multi disciplines.

Working with the Commercial Activities Manager the role will support further development of commercial activities, with ambitious targets and outcomes, at Prior Park College.



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Contacts

The Events and Activities Coordinator can expect to have a wide range of contacts with stakeholders both within and beyond the organisation. Regular contact with the external stakeholders is of particular importance.

The Commercial Activities Department

The range of facilities at Prior Park College are impressive and are conveniently located within the grounds of the College. There are extensive indoor and outdoor facilities to accommodate special events and sporting occasions.

The licensed Mansion House provides access to a wide range of function rooms suitable for hosting special occasions, with the venue recently attaining ceremony venue status. Direct access to a Portico offering some of the very best views over the world heritage city of Bath is available, providing a truly inspiring, wow factor for all venue visitors.

Leisure facilities include the Bury Sports Centre with large Fitness Suite, 4 changing rooms, kitchen, classroom and physiotherapy room. The grounds extend to over 57 acres of parkland and pitches, complimented by a full-sized all weather playing surface (*not currently floodlit*) used for Hockey and Tennis.

Boarding accommodation extends to over 155 beds, with an extensive and expanding residential lettings program for internal and external hires during School holiday periods, coordinated and managed by the commercial department.

The Role

The EAC will report directly to and be line-managed by the Commercial Activities Manager. In their work the post holder will have day to day responsibility for their own work priorities and maintenance of exacting standards.

The EAC will liaise with a range of internal and external stakeholders and be responsible for supporting the wider remit of the commercial activity at the College.

The EAC will liaise regularly with relevant members of staff, as required for the development and maintenance of smooth and effective relationships between pupils, staff, parents and external stakeholders, and for the greater benefit of Prior Park Schools.

The role is based predominantly at Prior Park College but travel to other locations, including abroad, may be required as part of wider Prior Park Schools work.

The post holder will follow a flexible working pattern, averaging 37.5 hours per week across a 4-week rota basis, including mornings, evenings, and weekends to meet the needs of the business.

The main areas of responsibility are:

- respond positively to all internal and external enquiries; working to ensure maximum usage is made of all of the facilities available at Prior Park College, aligning the needs of teaching and boarding provision;
- communicate with prospective and existing clients and brides to be, identifying the key matters and issues that are important to them.



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- actively working to build appropriate partnerships within the local community which support access for all stakeholders
- liaison with external suppliers and internal departments to ensure all tasks are agreed within appropriate timescales
- production and distribution of comprehensive event plans to all stakeholders within agreed timescales
- identification of the need and availability of department resources and equipment to fully support the successful operation of events and activities
- co-ordinate tasks before, during and after events in consultation with the Commercial Activities Manager ensuring clients receive prompt and courteous service
- co-ordinate and promote, through liaison with the marketing department, hospitality and event services available at Prior Park College through regular use of social channels and digital marketing
- ensuring leisure and hospitality facilities are set up on time and presented to the very best of order, clean and ready for commencement of each letting.
- responsible for adherence to defined quality standards and develop strategies for further improvement.
- the post holder will share with the PE department responsibility for the safety of all pupils, staff and customers taking part in activities; ensuring health and safety procedures are followed and preventing injury, misuse and damage to facilities
- responsible for maintaining security levels at all times, ensuring that buildings and equipment is secure following activities and events, and upon exiting the building at event conclusion, all alarms are set correctly
- ensure that all operations are implemented according to agreed policies and H&S requirements

Line Management

The EAC has no line management responsibilities.

The tasks listed above are not exhaustive and other additional, reasonable duties falling within capabilities of the post holder may be required, depending on the needs of PPS.

JD reviewed October 2023

Professional Specification and Personal Attributes

The post holder will ideally have experience within Events & Hospitality, Retail or Leisure, demonstrating an ability and willingness to meet and challenge existing targets, aligned with a keen interest and understanding of the Sports and Leisure industry.

The Events & Activities Coordinator will need to be aware of all aspects of the hospitality and leisure sectors, including consumer trends, with enthusiasm to identify and relate to a wide range of requirements from clients across all ages and demographics.

Experience of managing facilities within the education sector although not essential, would be beneficial.

The post holder will be required to either hold, or be willing to gain appropriate, First Aid qualifications and a premises licence.

	Essential	Desirable
Qualification	<ul style="list-style-type: none"> • Minimum of 5 GCSEs including English and Maths at Grade C or above or equivalent • First Aid (or willingness to gain)] 	<ul style="list-style-type: none"> • Educated to A level or equivalent • IOSH Managing Safely
Experience	<ul style="list-style-type: none"> • Ability to be a confident IT user with experience of Microsoft Word, Outlook, and Excel to increase efficiency of admin functions • Wedding and Hospitality service sector • Sports and Leisure participation • Proven experience of the development, management, and operation of administrative systems • Instagram, Facebook & Pinterest 	<ul style="list-style-type: none"> • Previous experience of working in a school or other educational establishment • Business, Marketing, or sports management experience • Proven supervisory skills • Event management • Effective under pressure
Knowledge	<ul style="list-style-type: none"> • Good understanding of current legislation and trends, within Hospitality and Leisure • Sound working knowledge of admin and office systems • Knowledge and awareness of the importance of confidentiality and data protection 	<ul style="list-style-type: none"> • Local sports teams & clubs • University sports, arts, and drama • Sale of alcohol by retail
Skills and competences	<ul style="list-style-type: none"> • Excellent written communication skills with the ability to produce high quality documentation • Confident presentation skills to host Wedding and Event viewings • Excellent level of interpersonal skills to enable liaison with staff and external organisations • Excellent organisational skills, able to work to strict and often conflicting deadlines • An ability to work collaboratively across many departments, develop and maintain positive and supportive working relationships • A flexible attitude towards duties and working patterns to fulfil the requirements of the role 	<ul style="list-style-type: none"> • Strong people skills • Proactive communicator • Creative problem solver • Well organised and able to efficiently multi task • Committed to safeguarding • A good sense of humour

Child Protection

All staff employed by Prior Park Educational Trust must be committed to safeguarding and promoting the welfare of children and young people across our 3-18 Trust, both in and out of our Schools. All staff are expected to adhere to and always ensure compliance with the Trust's Child Protection Policy Statement. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Data Protection

In the course of employment at Prior Park Educational Trust, staff may have access to confidential information relating to pupils and their families and are required to exercise consideration in the way they use such information. Staff should not act in any way which might be prejudicial to the interests of any school within the Trust. Information which may be included in the category covers both the general business of the school and information



regarding specific individuals. A strict code of confidentiality must always be adhered to. The Trust's schools operate under the Data Protection Act 2018 and implements policies that meet General Data Protection Regulations (GDPR). Staff must not at any time use the personal data held by the school or disclose such data to a third person.

Special Working Conditions

Prior Park Schools operates a policy under which smoking, including e-cigarettes or vaping, is not permitted anywhere onsite.

Schools are physically demanding environments and the EAC can expect to be involved in activities which may require physical exertion, e.g., wedding, event and sporting set ups, as and when required, always observing health and safety regulations and practices.

We offer a supportive working environment, a competitive salary, opportunity for bonus payments for exceptional sales performance, as well as free lunch or supper, each day the kitchen is operational.

We also offer access to other benefits including free parking onsite, cycle to work scheme, generous fee remission for eligible children, a contributory pension scheme and complimentary use of gym and swim facilities (timetabled availability).