



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

Events Coordinator

Required as soon as possible

# CONTENTS

- Welcome
- The School
- Commitment to Safeguarding
- Kimbolton School Enterprises
- The Role
- Key Responsibilities
- Key Tasks
- Person Specification
- Terms and Conditions
- Method of Application



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# Welcome

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding [HMC school](#). All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, "Safeguarding Children – Keeping Children Safe in Education Sept 2022, specifically Part 3", as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our Policies page to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies).

You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Events Coordinator

### The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### Kimbolton School Enterprises

Kimbolton Castle is a unique and truly memorable venue for every occasion. From weddings and family celebrations to business meetings, prestigious conferences and events, we host a wide variety of groups each year.

Out of term-time, our modern, well-equipped classrooms and 120-seat lecture theatre become a high quality venue for business events which can be rounded off with a formal dinner or function in the Castle state rooms. The Lewis Hall, our 400-seat theatre, is also available for private hire.

Our beautiful and tranquil grounds are an ideal location for public or sporting events. Our sports hall and facilities are available for private hire at evenings and weekends and our swimming pool provides public swimming sessions and lessons throughout the year. Kimbolton swimming pool is also available for hire to local schools and swimming clubs in the Cambridgeshire area.

Historic Kimbolton Castle and its grounds make a stunning backdrop for filming and photo-shoots and we welcome film, television and photographic crews.



During the school holidays, we arrange sports and other holiday courses as well as hosting those run by other providers.

## The Role

Kimbolton School is looking to maximise the use of its wonderful facilities and grow the number of events and functions held at the School. Therefore, an exciting opportunity has arisen to appoint a part-time Events Coordinator to support and deliver the running of all Kimbolton School events, to include weddings, conferences and corporate events.

The successful candidate will be organised, efficient and enthusiastic with an excellent eye for detail. They will possess excellent written and verbal communication skills, and will be someone who can develop effective solutions, anticipate and resolve problems and show initiative.

## Key Responsibilities

- To secure bookings, understand client demands and tailoring delivery to optimise conversion rates.
- To develop marketing material to maintain and grow the business.
- Liaison with clients to help them prepare for their event at Kimbolton.
- Deliver events at Kimbolton that meet or exceed clients' expectations.
- To maintain enquiry and marketing database systems as well as associated administration aspects of the role
- To attend professional shows to promote Kimbolton as a venue.
- To maximise marketing and advertising opportunities to increase events bookings.

## Key Tasks

- To support/deliver the running of all events as and when required.
- To attend show rounds, to promote the venue to potential clients as and when required.
- To follow up enquiries in order to convert into a sale.
- To maintain a high level of customer service throughout the planning and execution of the event in a calm and professional manner, with the ability to trouble shoot as required.
- To produce quotations for events, upselling where there is potential.
- To prepare contracts and budget sheets for sign off by relevant staff.
- To attend meetings with the service providers as and when required.
- To produce function sheets and welcome packs for internal distribution
- To raise invoices for the production by Accounts
- To liaise with suppliers for events to ensure delivery/collection of goods.
- To meet with suppliers on the day of events to ensure correct delivery/supply.
- To set up events to the requirements of the client.
- To liaise with other departments to ensure any cover/support for events.
- To undertake day to day duties with regards to the running events on site and ensuring the logistical planning of use of the school's facilities required.
- Attend exhibitions and fairs.
- To support/produce publicity material for events, using website and social media as appropriate.
- To maintain client databases for future marketing opportunities.

- To ensure adherence to statutory Health and Safety and Data Protection legislation and Safeguarding of Pupils at all times.
- To maintain and monitor records for legislative compliance from outside organisations using the School's facilities including Risk Assessments, insurance/compliance documents, the upkeep of Qualifications and DBS documents.
- To update and circulate events schedules regularly within the School.
- To carry out the administration of the KSPA memberships.
- To organise guest accommodation when required.
- To undertake general day to day office administration duties together with any other ad-hoc duties.

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good general level of education.</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety Awareness Training</li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>• Excellent customer service skills.</li> <li>• The ability to write clearly and concisely to produce and maintain documents and to effectively proof-read material for distribution.</li> <li>• Excellent IT skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous events experience</li> <li>• Experience of working within an education setting.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Possesses excellent time management and organisational skills and can maintain a high standard of work under pressure.</li> <li>• Pro-active, enthusiastic and professional attitude.</li> <li>• Self-motivated, reliable, and punctual.</li> <li>• Able to work collaboratively</li> <li>• Excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries.</li> <li>• Ability to prioritise workload and to work to and to meet deadlines.</li> <li>• Ability to work using initiative and to work independently.</li> <li>• Strong interpersonal skills with a welcoming and engaging manner.</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people.</li> </ul>	

## Terms & Conditions

<b>Responsible to:</b>	Director of Development
<b>Accountable to:</b>	The Bursar
<b>Hours of Work:</b>	Part-time – 3 days per week (total 22.5 hours per week) on a pre-agreed basis (3 out of 7 days) to include weekend and/or evening events - 52 weeks per year.
<b>Remuneration:</b>	Actual salary £12,600 (FTE £21,000 per annum)
<b>Holiday Entitlement:</b>	24 days plus statutory holidays (pro rata for part-time hours). Holiday year runs from September to August.
<b>Pension:</b>	The School offers a contributory pension scheme.
<b>Probationary Period:</b>	6 months
<b>Additional benefits:</b>	Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme; ongoing continuing personal development.
<b>Referees:</b>	The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant.

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

**The closing date for applications is: 9.00am Wednesday 7<sup>th</sup> June 2023**  
**Interviews will be held shortly after the closing date.**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All posts are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**

## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)