

# BURY GRAMMAR SCHOOLS

Head of Events

APPLICATION  
PACK

SEPTEMBER 2018



## **Bury Grammar Schools**

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The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Kindergarten. Currently there are over 1,300 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Exam results are very strong. In 2018, sixth formers celebrated stellar A Level results, as they achieve the spectacular feat of surpassing last year's outstanding results at every level – an achievement all the more remarkable in view of the greater intellectual challenges presented by the challenging, reformed linear A Levels.

More than 70% of grades achieved are in the top A\*-B categories, the 'gold standard' for A Level, which opens so many doors to highly competitive university courses and rewarding careers. Furthermore, for the second year running, more than a third of grades are at the elite A and A\* level in our high performing Sixth Form. Thirteen pupils excelled in obtaining a string of A/A\* grades and, in total, thirty-four pupils have achieved the gold standard of A\*-B in all of their subjects, achievements of which they all should be very proud.

In 2018, when the GCSE system has been reformed and many subjects are now graded 9 to 1, while others, including some IGCSEs continue to be graded A\*-G, the extent of the success achieved by today's GCSE pupils would not necessarily be easy to appreciate, were it not for the fact that BGS pupils excelled themselves and quite clearly smashed records.

Around one in three grades is a coveted A\* / grade 8 or 9 and approaching nine in ten grades are at the impressive A\* to B / 9 to 5 level. In total, Bury Grammar pupils have gained 320 A\* / 9-8 grades between them this year.

Bury Grammar Schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at [www.burygrammar.com](http://www.burygrammar.com)

## **Our Facilities**

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The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form Centre which was opened in November 2014 and Boys' Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



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## The Post

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Bury Grammar School is looking for an experienced and talented Head of Events. This is a new and exciting role created to oversee a large number of events which currently take place in School, as well as overseeing some important whole school/community events planned to take place in 2020, the year of Bury Grammar School's 450th historic anniversary.

Some of the events currently hosted by BGS over the course of a year are:

- Open days
- Open evenings
- Welcome evenings
- Parents' evenings
- Prize givings
- Parent forums
- Development evenings
- Curriculum/options evenings

The new postholder would be expected to be someone who can effectively organise a large group of people, understand how to put the school on show and have the creativity to assist in planning BGS's strategy for our 450<sup>th</sup> anniversary. He/she will work as part a very successful Communications Team, alongside our Head of Admissions, Head of Marketing and Head of Development, and will report directly to the Principal of Bury Grammar School.

Bury Grammar School is currently a leading school in the North West and intends to play a role on the national stage; the role of Head of Events is a significant one within that vision.



## Salary and Benefits

The starting salary will be dependent on experience and will be commensurate with such a role in a large Independent day school circa £28K to £35K. This is a full time role of 37 ½ hours per week. It is expected that you will work evenings and weekends when necessary.

- All individuals who join Bury Grammar Schools will automatically become members of the Pension Scheme unless they decide to opt out of the Scheme.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School
- Childcare voucher scheme
- Free use of after school club for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen.
- 22 days annual leave plus 8 statutory bank holidays (rising to 27 days after 5 years service)
- Free parking on-site
- Training and Development Opportunities will be offered.

## Guidance Notes for Applicants

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

### **Rehabilitation of Offenders/ Disclosure and Barring Service**

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

### **Application Form**

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

### **Evidence of permission to work in UK**

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website [www.bia.homeoffice.gov.uk](http://www.bia.homeoffice.gov.uk).

**Useful information on living and working in the UK can be found at** [www.britishcouncil.org/eumobility](http://www.britishcouncil.org/eumobility)

### **Employment**

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

### **References**

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

### **General**

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

### **How will we keep your information secure?**

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

### **Whom can I contact if I need help in completing the form?**

Please contact us on email: [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

Please send your completed application by email to: [vacancies@burygrammar.com](mailto:vacancies@burygrammar.com)

**Closing date for applications: Monday 15<sup>th</sup> October 2018 at 12 noon**

### **Safer Recruitment**

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

*Thank you for your interest in a role at Bury Grammar Schools.*



## **Job Description: Head of Events**

Reporting to: The Principal

### **Overall Purpose of the job:**

Bury Grammar School is looking for an experienced and talented Head of Events. This is a new and exciting role created to oversee a large number of events which currently take place in School, as well as overseeing some important whole school/community events planned to take place in 2020, the year of Bury Grammar School's 450th historic anniversary.

Some of the events currently hosted by BGS over the course of a year are:

- Open days
- Open evenings
- Welcome evenings
- Transition events between year groups
- Parents' evenings
- Prize givings
- Parent forums
- Development evenings
- Curriculum/options evenings

The new postholder would be expected to be someone who can effectively organise a large group of people, understand how to put the school on show and have the creativity to assist in planning BGS's strategy for our 450<sup>th</sup> anniversary. He/she will work as part a very successful Communications Team, alongside our Head of Admissions, Head of Marketing and Head of Development, and will report directly to the Principal of Bury Grammar School.

Bury Grammar School is currently a leading school in the North West and intends to play a role on the national stage; the role of Head of Events is a significant one within that vision.

### **Main responsibilities and tasks:**

- Develop our Events Strategy and co-ordinate all activities.
- Contribute to the formulation of our 450th anniversary plans and oversee certain anniversary events.

Also -

- Engage with stakeholders inside and outside of School to help put the school on show
- Ensure agreed budgets for all events are kept to and monitored.
- Ensure all expenditure is accounted for within agreed School spending policies and processes.
- Draw up action plans, co-ordinate those involved to ensure smooth running of all events.
- Create a diary of events ensuring planning of events throughout the year
- Liaise with key stakeholders to ensure deadlines are worked to at all times, and that they are clear of their role, responsibility and accountability.
- Attend all planned events and ensure the event runs smoothly.
- Carry out an evaluation after each event to ensure learning and development of the event takes place
- Have a flexible approach is required as some events will take place on weekends and during evenings.

### **General Duties**

- Work flexibly to meet the Schools requirements including on occasion working in other departments as directed by your line manager or working at evenings or weekends, where required.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.

*prepared. However, over time, the nature of individual jobs inevitably changes; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.*

SIGNED on behalf of the School

..... *Helen Brown* ..... Date ..... 28.9.18. ....

SIGNED by the Employee

..... Date .....

#### Person Specification: Events Manager

	<b>Selection Criteria Essential</b>
<b>Education</b>	<ul style="list-style-type: none"> <li>• Good standard of Education</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Events planning and delivery experience</li> <li>• Proven project management experience</li> <li>• Events Strategy experience</li> <li>• Management of small to large-scale events within the events or hospitality profession</li> <li>• Budget management</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Resilience and the ability to remain calm under pressure.</li> <li>• Excellent interpersonal and communication skills</li> <li>• Be highly organised and have the ability to ensure deadlines are met</li> <li>• Good attention to detail.</li> <li>• High level of professionalism and integrity</li> <li>• Excellent co-ordination skills and abilities</li> <li>• A keen and flexible attitude to work</li> <li>• Creative and the ability to be innovative in finding solutions</li> <li>• Possess good IT skills</li> <li>• Enthusiasm and energy</li> <li>• The ability to meet deadlines</li> <li>• Have excellent literacy skills providing great attention to detail, including proof reading and administrative skills.</li> </ul>

	<ul style="list-style-type: none"> <li>• Be creative, flexible, patient and positive.</li> <li>• Excellent project and time management skills.</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• A good knowledge of educational and school issues</li> </ul>
<b>Work circumstances</b>	<ul style="list-style-type: none"> <li>• The ability to work flexibly over the schools working day, evenings and weekends where necessary.</li> </ul>