**Administration and Events Co-ordinator**

**Key Responsibilities**

To consistently create a positive first impression, ensuring all visitors are well received and immediately given an insight into the warm and friendly ethos which lies at the heart of school.

To attend First Aid training as required by the School.

To assist the Head of Admissions by providing new parents with any information they may require.

To assist the Head of Admissions with input of initial admissions enquiries onto MIS.

To assist with Open Days as required by Head of Admissions.

To provide admin support to the SMT as required.

To provide support to the Head of Marketing as reasonably required.

To assist staff with responsibility for Outdoor Education, D of E, Scouts, Activities and Enrichment, Year Group Trips, Overseas trips and Music, Drama and Sport trips, co-ordinating arrangements and documentation including Risk Assessments.

To order school badges, colours etc.

To assist in performing meet and greet service for school functions including match teas.

To assist the Head of Admissions with Open Days as required.

To liaise with Head’s PA with arrangements for Speech Day, ensuring the timely return of trophies for presentation.

To liaise with Head’s PA regarding school events such as Church Services, Sports Day, Grandparents/New Parent/Prefect Lunches and other school functions including arranging necessary programmes etc.

To assist Heads PA with preparing and addressing the school Christmas cards and any other correspondence as required.

To assist Heads PA with events for Governors as required.

To update scholarship boards accordingly.

To liaise with FOCM re ticket sales etc and event organisation.

To maintain Prize winners lists.

To collate and coordinate ICT Acceptable Use Form, Permission to Photograph Form and Skateboard Consent Form.

To organise the annual school photographs in April (teams), May (whole school) and September (individuals).

Please note the above duties are not intended to be a complete list and a degree of flexibility is required.