



Role: Marketing and Events Administrator

We are seeking a dynamic and highly organised Marketing & Events Coordinator to join our vibrant school community. This pivotal role combines creativity with operational excellence, supporting the planning and execution of a wide range of school activities and enrichment programs. From overseeing after-school clubs and coordinating event logistics, to liaising with staff and families via our SOCS portal, you'll play a key part in enriching the student experience and bringing our school's events to life. Whether managing snack lists or ensuring safeguarding measures are met for performances and external visits, your attention to detail and can-do spirit will help ensure every aspect of school life runs smoothly and memorably. You'll also help draft and share the weekly school newsletter, keeping everyone up to date on upcoming activities in an engaging and accessible way.

Key Responsibilities:

Administrative Support and Communication:

- Act as a point of contact for all visitors, parents, and phone enquiries, providing a friendly and professional reception.
- Respond to emails and phone calls promptly, offering clear and accurate information.
- Ensure a welcoming atmosphere for visitors, managing their sign-in process and directing them appropriately.
- Maintain and update the school's Management Information System (iSAMS), including pupil records, attendance, rewards, sanctions, and achievements.
- Manage paperwork related to student health and medical records, ensuring compliance with safety standards.
- Handle the administration of events, such as parent-teacher meetings, trips, and school productions, including preparing registers and relevant paperwork.
- Organise the distribution of school materials, such as exercise books, stationery, and photocopying supplies, ensuring accurate inventory and timely orders.
- Assist with the management of the Headmaster's calendar.
- Support Head of Admissions with administrative tasks for new joiners.



Marketing and Event Coordination:

- Work with the marketing team to produce any necessary materials for the office or enrichment schedule. Conduct random checks on the website to ensure information is accurate and up to date.
- Work on the weekly newsletter, gathering content and pictures, to highlight the events happening in the school.
- Post highlights on social media, ensuring the schools no photo rules are adhered to.
- Coordinate after-school clubs and enrichment program via the SOCS online portal, updating staff and parent information, monitoring attendance and handling room allocations. Manage snack lists for all clubs and tutoring.
- Assist with staffing and cover, ensuring appropriate support for after-school activities and special events.
- Support logistics for school events such as performances, talks, and external visits, ensuring all visitors are logged, safeguarding protocols are followed, and housekeeping needs are met.
- Assist with holiday camps and the administration of the Christmas pantomime, including managing bookings, liaising with staff, and overseeing resources.
- Research and liaise with new club and enrichment ideas and options to ensure the schools offering is excellent.

Supplies and Services Management:

- Monitor school equipment (e.g. photocopiers, printers) for maintenance needs, liaising with suppliers and teams to ensure functionality.
- Order and manage school supplies such as stationery, coffee pods, diaries, and recycling resources, ensuring timely reordering and compliance with budget requirements.
- Organise the delivery and storage of school resources, ensuring all deliveries are checked against orders and properly distributed.
- Oversee special projects such as the Government free milk scheme, ensuring weekly communication with suppliers and monthly claim submissions.
- Handle specific responsibilities like piano tuning and staff leavers' gifts.



Medical and Safeguarding Compliance:

- Check student medical records regularly to ensure medications/allergies are up to date and staff are informed of any relevant health issues.
- Provide first aid support as required and participate in relevant training to maintain current skills.
- Support student safeguarding by obtaining necessary documentation and ensuring visitors meet DBS requirements. Make the Designated Safeguarding Lead (DSL) aware of all visitors to the school.
- Manage logistics and arrangements for external visitors, ensuring adherence to school safeguarding policies.

Additional Responsibilities:

- Attendance at school events, staff development, and training as required.
- Contribute to maintaining the school's positive reputation by ensuring high standards in communication, record-keeping, and administration.
- Work collaboratively with school leadership to help achieve educational goals and maintain a safe, supportive environment for all pupils.
- Undertake any other tasks as required by the line manager or Headmaster.