



SHERBORNE

The Sherborne School Group includes Sherborne School, Sherborne Prep School, Sherborne International, commercial subsidiaries, and overseas operations.

Sherborne School (SS) is a boys' independent school situated in the shadow of Sherborne Abbey. Founded by Royal Charter in 1550, the school has roots going back to the origins of the See of Sherborne in 705.

There are eight boarding houses accommodating a total of about 600 boys (aged 13-18).

Sherborne Prep School (SPS) is a leading independent Prep School set within 16 acres in the town of Sherborne, Dorset and known for believing in children being children, encouraging inquisitiveness and curiosity and living the school values.

Sherborne International (SI) was originally set up by Sherborne School as a separate facility to enable overseas boys and girls aged 11 to 17 to be prepared linguistically, culturally and educationally before joining independent British Schools. Its current focus is the provision of short courses throughout the year for boys and girls aged 8 to 17.

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

JOB DESCRIPTION

<i>Job Title</i>	Senior Events Manager
<i>Location</i>	Usually based at Sherborne School but is likely to be required to work across all sites within the Sherborne School Group
<i>Reporting to</i>	Commercial Director
<i>Salary</i>	Up to £38,000 per annum dependent on skills and experience. Salary paid monthly in arrears direct into nominated bank account.

Hours of Work 37.5 hours per week – (normally 08.30 am to 5.00 pm, Monday to Friday with an hour lunch break). Some flexibility in hours will be required, including evenings and weekends, to meet the demands of the post, particularly during the school holidays when there are residential lettings.

Holidays: 5 weeks paid holiday per year, plus Bank Holidays. Attendance will be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday only to be taken following prior authorisation from the Commercial Director, taking account of the School's busy periods.

Probationary Period: In accordance with School policy, all appointments are subject to a six-month probationary period.

Medical Report: The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the post.

DBS Disclosure (Police Check)/References: As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.

Post-holder's Responsibility: You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are always expected to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the school, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

Core Purpose

The Senior Events Manager is responsible for leading Sherborne School Group's commercial events and lettings operated through Sherborne School (Trading) Ltd, which is tasked with generating significant income for the Group over and above school fee income. This individual will be customer-service focussed and responsible for building enduring and fruitful relationships with existing and potential lettings clients. Creativity in the role is essential to develop a dynamic and productive Commercial Events programme.

Key Relationships

The Senior Events Manager is a key member of the Commercial team and will need to build and maintain strong working relationships with multiple key stakeholders across the Sherborne community (including the Catering Manager, Services Manager, Operations Bursar, Head of Marketing, Matrons and Housemasters at both Sherborne School and Sherborne Prep School) and beyond.

Main Responsibilities

- To manage residential and non-residential lets of the school facilities and boarding houses ensuring that clients contractual needs are met and that they have a positive experience at Sherborne School at the same time ensuring the preservation of school assets and that clients adhere to School standards as set out in the contractual arrangements.
- To lead the co-ordination and management of the Commercial Events Programme in collaboration with the Commercial Team in order to showcase school resources, build the Group's reputation, and generate income. The postholder will be responsible for the acquisition and delivery of a portfolio of events, including coordinating third party holiday programme providers and developing a series of adult classes. There are also longer term business development opportunities such as developing the use of the school estate as a film venue.
- To work closely with the Operations Bursar and School Calendar Groups in order to have a keen awareness of the day-to-day operations of Sherborne School Group to be able to ensure optimum commercial use of facilities across the whole School, balanced against the needs of the School, particularly during term time.
- To agree and confirm customer requirements, ensuring that all departments involved in providing the service have the appropriate information and take overall responsibility for meeting agreed levels of service and hospitality.
- To work with relevant departments to agree the scope and standard of service, set costs and budgets and to monitor and review performance against cost and quality. To discuss and agree with the relevant departments the need for, and cost implications of, temporary staffing and/or sub-contracted services.
- To establish a consistent pricing structure; to agree any additional or variable costs with customers' and to ensure customers are invoiced accurately and promptly.
- To work closely with the Marketing team to maximise opportunities to market and sell commercial events and lettings.
- To act as Line Manager for the Events staff and to devise and manage the rota to ensure staff cover meets the needs of the business.
- To ensure risk assessments are prepared for all events and activities operated through Sherborne School (Trading).

This job description is not meant to be exhaustive, and the post holder will be required to provide wide support as a senior member of the Commercial Team.

Delegated Authority

The Senior Events Manager has delegated authority for the delivery of the commercial events and residential lettings through Sherborne School (Trading) Ltd in accordance with the annual operating and capital budgets as delegated by the Commercial Director.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to A level standard • Maths and English to GCSE or equivalent 	<ul style="list-style-type: none"> • Degree qualified • Professional qualification within hospitality/marketing sectors
Experience	<ul style="list-style-type: none"> • A strong commercial acumen and financial awareness • Background in customer relations • Preparation, control, and delivery of budgets • Demonstrable previous leadership and managerial experience in a similar role • Proficiency in the management and development of staff 	<ul style="list-style-type: none"> • Working within the hospitality/events/ customer service industry
Skills	<ul style="list-style-type: none"> • Excellent communicator in both oral and written formats • Excellent negotiating skills • Excellent problem-solving skills • Excellent interpersonal skills • Accuracy and attention to detail • Effective planning, organisational and prioritisation skills • Effective time management • Good liaison skills • Computer literate 	
Knowledge	<ul style="list-style-type: none"> • General business and commerce 	
Personal competencies and qualities	<ul style="list-style-type: none"> • Effectiveness at building strong working relationships • Approachable and confident in dealing with a wide variety of people • Tact and discretion • Good humoured and patient 	

Training Requirement for the Senior Events Manager – this list is not exhaustive, and the post holder may be required to undertake other training as required by the school

Training	To be completed by	Frequency of training
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Safeguarding (Child Protection) and Prevent	On commencement of employment	As required
First Aid at Work Training (as required)	Within the first week of employment	As required
Manual Handling	Within the first week of employment	As required
Display Screen Equipment (DSE) User	Within the first week of employment	As required
Fire Marshal Training	Within the first week of employment	As required
Induction training with Line Manager	Within the first week of employment	
ICT training to include GDPR	Within the first week of employment	As required
Ladder Safety	Within the first week of employment	As required

TERMS AND CONDITIONS

Non-Smoking Policy:

It is the policy of Sherborne School Group (encompassing Sherborne School, Sherborne Preparatory School, Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the school, both internal and external; this includes company vehicles. This policy applies to all employees, contractors, and visitors

Pension:

The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

Sports Centre Membership:

Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym, and classes) is available for all employees, subject to the facilities being open.

METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date.

Alternatively, please download and complete the Sherborne School Group Application Form (Word document) available at <https://www.sherborne.org/about-sherborne/job-vacancies> and return it to hr@sherborne.org - *please do not send in a curriculum vitae as we are unable to use them when short listing*

In the event of any queries please contact: **Miss Emily Old – Recruitment Manager**
Sherborne School, Abbey Road
Sherborne, Dorset, DT9 3LF
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: 9.30am on Monday 30 October 2023

First-round interviews due to take place: Friday 10 November 2023

PLEASE INDICATE ON YOUR APPLICATION IF YOU ARE UNABLE TO ATTEND INTERVIEW DURING THIS TIME

Second-round interviews will take place: TBC

Anticipated start date: ASAP