



# STONYHURST

## STONYHURST ENTERPRISES

### JOB DESCRIPTION

**Job Title:** Enterprises Administration Assistant

**Department:** Stonyhurst Enterprises

**Line Manager:** Enterprises Director

#### Job Purpose

This is an opportunity to be involved with Stonyhurst Enterprises, the trading arm of Stonyhurst College. The role will involve providing administrative support to the Enterprises Team, who are responsible for organising commercial events, lettings and the Stonyhurst Language School outside of term time.

The annual events & lettings calendar comprises of residential sports camps and language schools, religious retreats, antiques fairs, food festivals, holiday camps, banqueting events and weddings.

The Stonyhurst Language School is a residential summer school for international students to improve and learn English, whilst enjoying all the facilities Stonyhurst has to offer. The Language School runs two courses annually throughout the month of July, and in 2018 will be extended to incorporate a residential Tennis Academy during course two.

#### Key Tasks & Responsibilities

- To provide administrative support to the Events Co-ordinator and Language School Manager
- To process all event administration including generating invoices, printed material and updating accommodation plans where appropriate
- To acknowledge and respond to all initial enquiries
- To manage bookings and payments
- To assist with e-mail management
- To take, and where appropriate, filter phone calls
- To organise the operational functioning of the office
- To arrange meetings, prepare meeting papers, book rooms, take minutes
- To photocopy, scan, print and file
- To provide occasional operational support during events and lettings

- To assist with the running of the Stonyhurst Language School whilst in session, as part of a 7 day rota
- To assist with event marketing where necessary, including updating the website and helping to implement a social media programme
- To undertake any other appropriate tasks, commensurate with the role, as required by the Enterprises Director

### **Person Specification**

#### **The successful person must be able:**

- To actively promote the Stonyhurst ethos as set out in the Stonyhurst mission statement
- To have experience working in a similar office environment and/or role
- To have excellent organisational skills and attention to detail
- To have excellent communication skills, both written and verbal
- To have good interpersonal skills and work well in a team
- To have a confident, but also warm and welcoming telephone manner
- To be able to cope under the pressure of a busy office, always remaining calm and professional
- Have excellent knowledge of Microsoft Office (Word, Excel, Access and Outlook)
- To be flexible and hard working
- To be discreet, tactful, approachable and diplomatic
- An excellent employment record and references

### **Hours of Work**

25 hours per week, over a 7 day period from 1<sup>st</sup> September to 31<sup>st</sup> April

37.5 hours per week, over a 7 day period from 1<sup>st</sup> May to 31<sup>st</sup> August

Occasional evening and weekend work may be required

### **Holiday Entitlement**

Four working weeks, plus statutory bank holidays, to be taken at times to be agreed in advance and which should avoid busy letting periods.

### **Salary**

£18,000.00 pro rata