



CANDIDATE INFORMATION PACK

# EVENTS COORDINATOR

# WELCOME

I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. NLCS is one of the country's most illustrious academic dayschools.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's new innovation hub will be a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

We are looking for a new Events Coordinator, a friendly individual who has a passion for events and is organised, with a keen eye for detail and strong communications skills. Due to the nature of this role, successful candidates will need to be able to work outside of 'normal' office hours, including attendance at evening and weekend events (online and face-to-face).

We are committed to the professional development of all staff and have a rich CPD programme.

If you would like to join this vibrant community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
**HEADMISTRESS**





# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can teach their subject(s) with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that

NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2023 93% of GCSEs were a Grade 9 or 8, with an impressive 75% at Grade 9. At A-Level our students achieved 76% A\*/Aequivalent and an impressive 38% A\*. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 41.5 in 2023, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial.

We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as F1 in Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# EVENTS COORDINATOR

## THE ROLE

As our new Events Coordinator you will be working in a team but will have a pan-school responsibility for the management and delivery of events at NLCS.

NLCS delivers hundreds of events each year, from open days, concerts and sport galas to academic conferences, talks and plays.

You will deliver a programme of brilliantly executed opportunities for members of the community to engage in a number of ways whether socially, professionally or philanthropically. In particular, NLCS will be celebrating its 175<sup>th</sup> year across 2024-25 and is planning a series of exciting and large scale events to mark the occasion. This programme of events will involve the whole community and will be your primary focus in the first year. In addition, you will also work closely with colleagues across the School in supporting the development and execution of their own events.

Working as part of a small and friendly team that reaches across the school, your ability to build productive relationships with multiple stakeholders will be key in ensuring your success. You will have significant experience in coordinating events from conception through to completion and be used to working to a high standard in a complex and fast moving environment.

## HOURS OF WORK:

Permanent contract working 40 hours per week, term time only plus 10 additional days and 5 INSET days.

The successful candidate will need to be flexible to work at events occasionally at weekends and in the evening.

## ACTUAL SALARY:

£27,545 - £30,405 Depending on skills and experience.

## MAIN RESPONSIBILITIES

- Oversee the planning, promotion and delivery of an events programme designed to celebrate 175 years of NLCS. The programme will include the opening of the new *IDEAS* Hub, an educational conference and the summer ball alongside a number of smaller events.
- Own certain annual school events, including Founders Day and Valedictory ensuring they are run efficiently whilst maintaining the traditions of NLCS. Directly manage the event finances, booking processes and database updates for your portfolio of events.
- Develop literature and systems for NLCS staff to ensure seamless management of onsite events at NLCS including room set ups, capacities, layouts and catering options
- Provide advice, guidance, training and support to staff running events and ensure that all events are carefully managed with detailed event plans, budgets, briefings and marketing plans where required.
- Review the effectiveness and efficiency of all events, debriefing with key stakeholders and ensuring lessons learnt are considered for future events.
- Work closely with those teams involved in the delivery of events, including Estates, Development, Catering and IT and chair weekly event meetings to coordinate the upcoming event calendar.
- Establish and monitor a set of event standards to ensure consistency across all events and that the expectations of attendees are met.
- Attend certain key events to provide oversight and support as required. A degree of flexible working will be required to cover events taking place during the evening and at weekends.
- Collaborate with key event stakeholders to ensure the events programme is compatible with the school calendar and the availability of resources to run and support events.
- Working with the COO, explore the opportunities available to NLCS to generate revenue from letting its event spaces, including the new Ideas Hub and the Performing Arts Centre.
- Develop and market an events' package to promote NLCS as a premium event venue for conferences and filming.
- Ensure that all events are compliant with health & safety and safeguarding requirements.
- Ensure that any external suppliers used for events are fully vetted.
- Manage the online ticket booking platform, providing regular updates to event organisers.

*The postholder will also be required to undertake any other duties as reasonably required*



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

## PERSON SPECIFICATION

**It is highly desirable that applicants have the following attributes**

## EDUCATION & QUALIFICATIONS

Educated – to at least ‘O’ Level standard or equivalent with GCSE/O Level English & Maths grade C or above

## SKILLS & ABILITIES

The ability to work independently as well as part of a team

Experience of Teams

A capacity for hard work and an ability to work under pressure

Persuasive and able to influence a social situation using instinct, judgement and tact

Highly accomplished in the area of interpersonal skills with a proven track record of building trusted relationships with a wide variety of individuals including sophisticated and diverse alumni and parents

Flexible and prepared to work out of hours as required

## EXPERIENCE & KNOWLEDGE

A track record of delivering highly sophisticated events and communications programmes

At least 3 years’ experience working in a busy events environment

Experience of managing budgets

Strong IT skills: highly proficient with Microsoft Office

Understanding and experience of how social media tools can enhance the efficacy of the NLCS events strategy

Demonstrate an interest in the education sector

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery.

As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010.

We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices throughout staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek throughout extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

### Closing date for applications:

9.00am on Wednesday 15<sup>th</sup> May 2024

### Interview Date:

Wednesday 22<sup>nd</sup> May 2024

**Start Date:** Required as soon as possible

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Chartwells Independent, our dedicated caterer, accommodates all dietary requirements.

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home during the holiday period. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

NLCS contributes towards eye care costs.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS.

Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year.

Tickets are available to staff with the majority of performances being free or at a discounted price.

## FEE REMISSION

Staff are eligible for fee remission for up to two daughters that meet the entrance criteria.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



