



FARLEIGH

Commercial Events and Lettings

Coordinator

Candidate Information Pack

Permanent

Starting - as early as possible



Head's Welcome

Welcome from Fr Simon Everson, Headmaster

Thank you very much for your interest in the position of Events and Lettings Coordinator at Farleigh School.

Farleigh has grown into a School of which we are very proud, with over 440 boys and girls, aged 3 to 13, boarding and day. We are a leading Catholic Prep School which welcomes all faiths, or none. Farleigh is a wonderful environment in which to work, combining excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

We are aspirational in seeking the very best for the young people in our care and pupils go on to a wide range of leading senior schools. We enjoy their company and prepare them for an exciting future, encouraging them to have a warmth, depth of knowledge and sense of purpose that will serve them well in the years to come.

We work with a team of skilled and dedicated staff, each member playing a key role in the running of the School and in creating a warm, friendly and welcoming atmosphere for pupils and parents. We are also extremely fortunate to have an incredibly loyal parent body who support and work with us in so many ways.

I hope that you enjoy finding out a little bit more about us and the role of Commercial Events and Lettings Coordinator. If you would like an informal discussion about the position, please call Deborah Jones, the HR Advisor, on 01264 710766.



About Farleigh

Farleigh School is a highly successful and vibrant co-educational prep school for boarders and day pupils, aged 3 to 13, based in the beautiful Test Valley of Hampshire and set in 70 acres of open parkland and landscaped woodland. We are just off the A303, close to Andover, Stockbridge, Salisbury and Winchester.

A leading Catholic School which welcomes all faiths, or none, Farleigh combines excellent teaching, modern facilities and countless opportunities for children to grow in confidence and discover their talents.

Farleigh is committed to providing the very highest standard of teaching and pastoral care to ensure that every child is well looked after, happy and fulfilled. The School is aspirational in seeking the very best for the young people in its care and pupils go on to a wide range of leading senior schools.

At Farleigh, we pride ourselves on our team of skilled and dedicated staff. Each member plays a vital role in the running of the School and in creating a warm, friendly atmosphere for pupils and parents.

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to the relevant safeguarding and background checks, including an enhanced DBS check and references.

Our Location & Surrounding Area



Farleigh School

Red Rice

Andover

Hampshire

SP11 7PW

www.farleighschool.com



Commercial Events and Lettings Coordinator

Farleigh School is looking to appoint an enthusiastic and proactive Commercial Events and Lettings Coordinator to join us at an exciting time as we grow this area of business.

This role will manage lettings, events and sponsorships with external partners throughout the year, including Residential and Daily Holiday Camps, Venue Hire, Film, TV and Photoshoots and Sports Hall and Pitches Hire.

As we work in a Boarding School environment, the safety and security of the Farleigh School pupils and wider school community is paramount; to that end, the successful postholder will need to recognise the multiple sensitivities in raising revenue in this environment.

This is a year round position of 37.5 hours per week generally Monday to Friday but delivered flexibly to cover events.

Job Description: Commercial Events and Lettings Coordinator

Responsible to: DFO

Purpose of the Job: To manage lettings, events and sponsorships with external partners to hire out commercial space, classrooms, venues and sports facilities to a diverse variety of residential and non-residential clients throughout the year.

Particular Duties:

- Maximising revenue and profits from the sales and marketing of venues, facilities and assets to residential and non-residential clients, and being the main point of contact for all events.
- Liaising with stakeholders' and departments, particularly Marketing, Estates, Grounds and the on-site outsourced catering team, to establish plans for forthcoming year, to establish timeframes of which school assets and facilities are available to let.
- Liaising with Human Resources to ensure any contractors/visitors accessing the site comply with safeguarding legislation and checks.
- Overall management of commercial events:
 - Fielding initial enquiries from clients and agreeing provisional/minimum numbers for contracts
 - Reviewing and negotiating prices and fees
 - Issuing contracts and event protocols
 - Communicating effectively to publish final commercial lets plans to the school, to ensure all staff are fully aware of events/activities taking place
 - Ensuring successful event delivery and on-site management, through high-level events experience, logistical advice and support to customers
 - Monitoring adherence to contractual obligations, in respect of regulations and safeguarding issues
 - Managing invoice and credit control
 - Recording all details of events via a central database
- Managing partnerships with agents for international clients, liaising with the Registrar and wider academic staff (for example, for English language teaching).
- Source, negotiate and manage sponsorship opportunities to create income sponsorship for Farleigh and develop relationships with partners with the view of raising the profile of the school.

The ideal candidate will have knowledge and experience in:

- Events management planning and delivery
- Use of (or development of) events booking systems
- Customer service
- Microsoft Office suite including Excel, Word and PowerPoint
- Awareness of Safeguarding requirements and good practice within an educational setting
- Database management (desirable)
- Marketing - including creative design and website/social media promotion experience (desirable)
- Quotation and invoicing (desirable)
- Venue staging /decoration (desirable)

This job description will be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



Salary, Benefits & Application Process

The successful candidate will receive a remuneration package which includes:

- A competitive salary based on the number of working hours, skills, experience and qualifications at time of appointment
- Membership of our support staff pension scheme
- Membership of the support staff Life Assurance for 3 x annual salary
- Free school meals during working hours in term-time
- 28 days paid holiday entitlement plus bank holidays (pro-rata where appropriate)
- Professional development and support to achieve relevant qualifications
- Free car parking
- Supportive colleagues and a team environment
- A beautiful setting in which to work
- Access to staff social events throughout the year

To apply for this position, please complete the support staff application form and return to Deborah Jones, the HR Advisor at hr@farleighschool.com as soon as possible.

Farleigh School reserves the right to appoint at any time in the recruitment process.

Safeguarding:

Farleigh School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful applicant(s) must be willing to undergo appropriate Child Protection Screening, including references from past employers and an enhanced DBS disclosure and an online search in line with safer recruitment.

Equal Opportunities:

Farleigh School is a co-educational organisation that believes strongly in equal opportunity for all.