



Events and Facilities Administrator

JOB DESCRIPTION

RESPONSIBLE TO: Finance & Community Manager

JOB PURPOSE: To provide a comprehensive, effective and efficient administrative support service to meet school requirements.

Key Responsibilities

Events Administration

- Coordinate and help administer community events such as the Fireworks evening, silent discos, fun runs and other fundraising events.
- Liaise with teaching staff, PTFA, parents, contractors, and external hirers
- Support preparation of risk assessments and safeguarding arrangements
- Provide operational support during events, including occasional evenings or weekends

Facilities Administration

- Administer room and facilities bookings across the school site
- Use booking systems to monitor the use of facilities
- Support health & safety compliance
- Maintain records relating to keys, access, equipment, furniture, and inventories
- Assist with premises-related invoices, lettings income, and monitoring costs



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General Administration

- Oversee Minibus Hire. Liaising with minibus hirers, checking licenses and monitoring calendars
- Reception and First Aid cover as required
- Provide professional customer service to staff, parents, pupils, and visitors
- Undertake other reasonable duties as required by the School Business Manager
- Answer telephone calls, respond to emails

Confidentiality

- To maintain confidentiality at all times
- To ensure that all documentation is stored and disposed of securely
- To represent the school in a professional manner

Ad hoc duties

- Work flexibly, assist in school activities as required
- Operate in accordance with the School's policies and procedures, ensuring compliance with Safeguarding and Health & Safety
- To keep up to date with changes in Education and at Hampshire County Council

Other Information

Equality of Opportunity

- To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying
- Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, students, parents, carers and visitors

Confidentiality and Data Protection

- To treat all information acquired through employment, both formally and informally, in strict confidence



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- Understand the school's responsibilities under the Data Protection Act 2018 (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this

To Contribute as an Effective and Collaborative Member of the School Team

- Any other duties as reasonably required by any manager of the school
- Attend meetings as required and make a positive contribution during meetings

Safeguarding

- Being aware of and complying with policies and procedures relating to safeguarding and reporting all concerns to an appropriate person

General Policies & Procedures

- Being aware of and complying with policies and procedures and in particular health & safety reporting all concerns to an appropriate person
- Awareness of the responsibilities of the Governing Body