

COGNITA

An inspiring world of education

Job Role: Role Profile: Events and Administration Coordinator

Purpose

Reporting to the School Admissions Manager, the Events and Administration Coordinator will play an integral role delivering an outstanding experience to both prospective and current parents at both Hendon Prep School and Salcombe Prep School.

The postholder will support the Admissions Manager to plan a series of events throughout the year that provide prospective parents with the opportunity to see the school at its best, showcasing everything our schools have to offer. These events include, but are not limited to: Open Mornings, Tours, Taster Days, Assessment Days, Scholarship Days, Offer Holder events and Transition Days. The role will be responsible for organizing merchandise, signage and collateral for events, liaising with colleagues in Facilities, Catering and Operations, making sure that teams across the school work cohesively together to deliver an exceptional experience at all times.

The Events and Administration Coordinator will be responsible for working with the Admissions Manager and the Pod Marketing Team to define the principles for every event creating 'special moments' that exceed customer's expectations and set us apart from our competitors.

The role will also be expected to support key events in the school calendar such as Prizegiving and Speech Days, ensuring that every event is delivered seamlessly and to a high standard and focuses on delighting our current parents time after time. The Events and Administration Coordinator will compile the regular school newsletter and consider ways in which this is best communicated to stakeholders.

The ultimate goal of the school team is to deliver exceptional parent experiences that set us apart from our competitors and help us to deliver growth in our schools.

Key Responsibilities

Event planning and management

- To work with the Admissions Manager and SLT to plan and organise events for prospective parents that showcase the school which include but are not limited to: Open Mornings, Tours, Taster Days, Assessment Days, Scholarship Days, Offer Holder events and Transition Days.
- To proactively engage with key stakeholders across the school from Facilities, Operations, Catering and Front of house to ensure that events are well planned and delivered to a set of exceedingly high standards.
- To work with the Pod Marketing Team to plan merchandise for welcome/departure gifts that are clever and thoughtful that surprise and delight both children and parents
- To make every event feel like an experience from the pre-comms, to signage, tablewear, music and post-event social media stories.
- To plan opportunities that make every person feel welcomed as an individual, using tools and techniques (such as personalised collateral) that differentiate us from competitors.
- To support internal events such as Prizegiving or Speech Days that are important internal events and require logistical or experiential support.

Administration

- To work with the SLT to curate the regular school newsletter and consider ways in which this can be best disseminated.
- To manage the school's annual photo consent policy process, ensuring that a clear consent list is provided to the Social Media Coordinator.
- To work with the Pod Marketing Team to determine an approach to collateral and merchandise, providing, sourcing and costing ideas and the managing the stock.
- To provide support to the Admissions Team by supporting pupil assessments, greeting parents for tours, planning communications to support each event and managing attendee lists.

General

- To support any admissions and event related activity within the school as appropriate.
- To work with the Pod Team on marketing related initiatives, providing support for marketing plans as deemed appropriate.
- Provide support to the Head Teacher, Operations Manager, Admissions Manager and other school colleagues.

Person Specification

Skills, Capabilities, Attributes	<ul style="list-style-type: none">• Be a nice person who is likeable and can relate easily to others• Enjoys and is energised by interacting with others• A self-starter who can operate with autonomy and learns quickly• Ability to work well within a team• First class organisational and administrative skills• Ability to remain calm under pressure with an organised approach to tasks, with attention to detail• Dedication to creating 'special moments' that exceed customer's expectations, that delight and surprise• Excellent written and oral communication skills• App skills: Excel, Word, PowerPoint and Outlook skills. Skill in design and/or communication software a benefit (such as InDesign, Photoshop and Canva)
Experience	<ul style="list-style-type: none">• Experience of managing high quality events• Experience of managing multiple stakeholders and delivering exceptional customer service• Previous experience of working in a complex, busy, service-driven culture: ideally a school but this isn't a must-have•

Diversity and Inclusion

We believe having a diverse workforce makes us better, smarter and happier and so welcome applicants from all backgrounds, genders, and races. We have an unwavering commitment to being fair and equitable in our recruitment process.

Safeguarding Responsibilities

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding & student/colleague wellbeing
- To ensure that safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Key Stakeholders

Internal – Pod/UK Marketing Team/ SSC/Teaching Staff / SLT / Current Parents

External – Prospective Parents/ Third Party Contractors