



Job Title: Events Co-ordinator  
Grade: KR5  
Responsible to: School Business Manager / Headteacher  
Hours: Up to 240 hours plus 5% of net profit  
(20 hrs spring term, 40 hrs summer term, 180 hrs autumn term)

## PURPOSE OF JOB

Coordinate, and ensure the efficient running of Fireworks and Winter Wonderland events from conception through to completion, raising income and the profile of Hampton Primary School.

## PRINCIPAL ACCOUNTABILITIES

- Liaising with the PTA and the school on a regular basis.
- Coordinating venue management, caterers, stall holders, contractors and equipment hire.
- Ensuring insurance, legal, health and safety obligations are covered, and risk assessment in place.
- Coordinating staffing requirements.
- Organising facilities for car parking, traffic control, security, first aid, media etc.
- Planning layouts and the entertainment programme.
- Liaising with organisations, including the Press, to promote the event, organising the production of tickets, posters etc.
- Coordinating suppliers, handling queries and troubleshooting to ensure that all runs smoothly.
- Overseeing the dismantling and removal of the event and clearing the venue efficiently.
- Updating of the PTA website.
- Researching new community events.
- Liaising with Year Group Leaders/school staff and Press for school activities/events.
- To promote sponsorship by local businesses for events at the school.
- To encourage, where applicable, payment/donations to the PTA by outside companies for allowing them to advertise on the school grounds or via leaflet drops.