



**TRURO
SCHOOL**

NURSERY | PREP | SENIOR | SIXTH



Information for Candidates Events Assistant

Commence February 2024

30 hours per week / Permanent / Term Time Only

Truro School, Trennick Lane, Truro, TR1 1TH

www.truroschoo.com, recruitment@truroschoo.com

Established in 1880, Truro School is Cornwall's leading independent schools for girls and boys aged 3 to 18

From Kieran Topping Chief Operating Officer



Dear Candidate,

Thank you for your interest in the role of Events Assistant here at Truro School.

Our School is steeped in 140 years of history, and is Cornwall's leading coeducational independent school for children aged 3-18. We are situated over two campuses. The Senior School educates around 840 pupils and is set within 40 acres of sports fields and open spaces overlooking Truro and its iconic Cathedral. The Prep School educates around 300 pupils and is located next to the Royal Cornwall Hospital. We have superb facilities and resources at both sites that support our forward-looking educational ambitions.

Our Cornish setting allows us the privilege of working in a thriving city surrounded by beautiful rural and coastal opportunities. Our educational philosophy is to promote inclusive excellence, academically, pastorally and via a vibrant co-curriculum, for all who join our school.

Underpinned by a welcoming and liberal Methodist ethos, we champion the values of curiosity, courage, creativity, compassion and confidence in all we do. We want all our pupils to be and to become the very best of themselves, embracing the richness of a broad and forward-thinking education. We want our staff to be excited by what we are able to provide for the children under our care.

We are an "excellent¹" co-educational school that is large enough to offer many diverse and exciting opportunities, but small enough to know our children and families well. We champion an ambitious, broad and balanced education, and we hope that everybody who joins us will feel an important part of this flourishing community.

For a flavour of life here at Truro School please look at our website www.truroschoo.com and view our virtual tour, where you will see and hear from staff and pupils, and find a glimpse of who we are and where we work.

A handwritten signature in blue ink, appearing to read 'Kieran Topping'.

Kieran Topping
Chief Operating Officer

¹ As judged by ISI in 2017 at both our Senior and Prep Schools

The Role

Job Description: Events Assistant

RESPONSIBLE TO: Head of Truro School Enterprises

Truro School is a highly successful academic institution with a diverse and impressive calendar of activity both in the academic year as well as a wide range of commercial activities under the Truro School Enterprises umbrella. This exciting role will be instrumental in working alongside the Head of Truro School Enterprises and the current Events team to develop both the portfolio of academic activities and commercial events whilst assisting to ensure that they are run efficiently, positively and in a way that chimes with our institution's values.

The post holder will support the Head of Truro School Enterprises and the Events team with all aspects of administering lettings, maintaining the Burrell Bar, assisting with the organisation and attendance at internal and external events and providing input to the whole School Calendar. This is a varied, term time only role that requires the postholder to be able to work flexibly including at evenings and weekends. For the right candidate there may be the opportunity to work additional hours on a timesheet basis during the school holidays. This position requires someone who is proactive, organised, has strong attention to detail, is a good communicator, IT literate and ideally has experience in the hospitality industry and is driven to provide a high level of customer service to both internal and external customers.

KEY RESPONSIBILITIES

- Provide administration, planning, preparation and front-of-house support and co-ordination at both internal and external school events:
- Internal events may be either during or after school hours
- External events include residential and non-residential lettings during evenings, weekends and the school holidays.
- Support the Events team to ensure that all records for internal and external events and lettings are kept up to date on the bookings database
- In conjunction with the Head of Truro School Enterprises ensure that all external lettings and hirers:
- receive up to date contracts and terms and conditions
- are invoiced in a timely manner and that bad debts are followed up and collected in good time
- Share with the members of the Events team on a rota system any out of hours events to ensure there is a representative at all events
- Take a leading role in maintaining the Burrell Bar provision at both internal and external events.
- Take a pro-active role in establishing details and requirements for all events with organisations, hirers and relevant departments including the Burrell Theatre
- Support the Head of Truro School Enterprises develop business opportunities for external hirers, lettings, events and the Burrell Theatre
- Deal with initial telephone, email or face to face enquiries for internal and external events
- Work closely with the Head of Truro School Enterprises to establish and build new business leads
- Assist in the preparation of the weekly lettings meeting and attend the meeting
- Lead on the creation and publishing of social media posts and other promotional materials using programs such as Canva in order to promote commercial opportunities
- Maintain good relationships with teaching and OPS staff to ensure the other relevant departments understand and can prepare for events
- Liaise directly as necessary with school caretakers, caterers and other relevant OPS staff stakeholders to ensure events are implemented to the best of the School's ability

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- Assist the Head of Truro School Enterprises with the online School calendar to ensure it is kept up to date in real time and matches the room booking system to prevent clashes. Also ensure residential calendar is up to date.
- Assist in the preparation of an annual School calendar.
- Assist in the compilation of risk assessments for external hires and lettings and all legal, licensing and insurance requirements are met effectively including Safeguarding and Child Protection responsibilities for external clients
- Maintain and develop daily events schedule
- Assist the Events team and the Head of Truro School Enterprises with administrative tasks when required for the effective and efficient running of events in order to provide the best customer service possible for both internal and external customers.

EXPERIENCE AND SKILLS:

Essential

- An enthusiastic, personable, efficient and calm manner
- Willingness and ability to be flexible and work outside normal hours business hours on a regular basis
- Experience of using social media to promote commercial opportunities
- A natural team player
- Evidence of strong attention to detail and high standards
- Excellent administrative and organisational skills
- Proven ability to plan and work under own initiative
- Evidence of good verbal and written communication skills
- Proven ability to work to tight deadlines and changing priorities
- Evidence of good interpersonal and communication skills and ability to foster effective working relationships
- Good working knowledge and experience of Microsoft Office software applications, in particular Excel spreadsheets, Word and programs such as Canva
- Sympathy and understanding towards the non-commercial aspects of a busy independent school
- Sensitive to the Methodist ethos and traditions of the School

Desirable

- Experience of the events and hospitality industry
- Experience of using databases, although training will be provided
- A good understanding of key elements in event management
- Valid driving licence

Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly.

This job description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

Truro School

Our Motto

Esse Quam Videri, meaning 'to be, rather than to seem to be.'

Founded by Methodists in Cornwall in 1880 our School is a welcoming community in which children and adults can flourish, thrive and be happy. They enjoy being and becoming the very best of themselves.

Our Values

From nursery through to Sixth Form, the values our community nurtures are:

- **Curiosity** to always want to discover and learn more, academically and more widely too.
- **Confidence** to build resilience by learning from both successes and failures alike.
- **Compassion** to understand and champion the needs of others, in our community and beyond.
- **Creativity** to be imaginative in how we express ourselves and approach new challenges.
- **Courage** to enjoy becoming the very best of who we are, with integrity and ambition.

Our Ambition

To be a community of inclusion and excellence delivering the best educational journey in the South-West.

Our community and its culture reflect our Methodist foundation and our ongoing evolution in an inspiring Cornish setting. In an ever-changing world, we support and challenge young people to thrive – personally, spiritually, academically, socially, and physically. We value our pupils in the diversity of their identities, beliefs, abilities, talents, interests, backgrounds, and needs. The happiness, energy and wellbeing of our community shapes and inspires who we are and who we can become.

Academic Life

Many of our pupils at Truro School celebrate exceptional results as they prepare to move on to the next stage of their lives, education and career. Our Upper Sixth pupils enjoy places at some of the best universities in the world including Oxford, Cambridge, and a range of Russell group universities.

57% of GCSE and iGCSE grades in 2022 awarded were 9-7 (or A*/A), with just under 18% at grade 9.

In the same year, we were pleased to report 63% of A-Levels were graded A*/A. Furthermore, 81% of all A-Level grades were graded at A*-B, with a 100% pass rate.

Further information can be found here: www.truroschoo.com/senior-school/academic/results

The Co-Curriculum

We believe that a rich co-curricular life is a key ingredient of an excellent education. Whilst having fun, participating in a wide range of activities, without academic pressures, pupils broaden their horizons and

learn a new skill or extend existing skills. This develops confidence, self-esteem, teamwork and independent-thinking, communication skills and social development across all year groups.

Sport

Truro School has an enviable reputation for the high quality of its sporting provision. Several teams compete nationally and the School hosts elite sportspeople in the fields of windsurfing, fencing and sailing to name but a few. All abilities are welcome and every pupil is encouraged to participate and enjoy a healthy lifestyle.

Music

Truro School is one of the most busy and vibrant music departments in the country and is home to the Truro Cathedral choristers. We host over 60 concerts each year involving ensembles, choirs and bands. Tuition is available for numerous instruments. Over a third of our school undertake instrumental or vocal lessons each week from 30 of the county's top specialist teachers.

Drama

Truro School is renowned for the quality of its drama productions which are held in our Burrell Theatre. The school runs a number of major productions throughout the year including an annual whole school play or musical, an annual sixth form drama project (including performing at the Edinburgh Fringe Festival every two years) and the junior play in the summer term.

Cornwall

Truro School is located in the county of Cornwall, in south west England. It is surrounded almost exclusively by water which makes it ideal for those who love to spend their downtime at the beach, surfing, sailing, windsurfing or just enjoying a coastal walk. With the nearest beach only a 15-20 minute drive either north or south from Truro School, it is most certainly a life style choice of many. Take a look at www.visitcornwall.com for more information about how to get here, where to stay and what's on.



TERMS OF APPOINTMENT

If you are appointed to the role, a formal offer will first be made verbally and then followed up with an offer letter and contract of employment. The following are for guidance and may or may not be available at the time of offer. Benefits are subject to change from time to time.

- Salary based on the Truro School Salary Scales, determined by knowledge and experience
- Pension scheme
- Lunch provided
- Free membership of the Sir Ben Ainslie Sports Centre and pool facilities
- Free weekly fitness classes for staff only
- Access to a wide range of books, magazines and DVDs through the School library
- Free parking
- Free fruit, tea, coffee and use of an espresso machine
- Discounted school fees
- Employee Assistance Program
- Cycle to Work scheme
- Employee benefits platform
- Continued Professional Development and training possibilities.

Terms of Employment

This is a permanent, term time only position (34 weeks), working Monday – Thursday, 30 hours per week. This role might sometimes involve working outside the normal working hours to support various school events.

Salary

The role is graded at NT1 on the Truro School Salary Scales 23/24 and therefore, based on an FTE of 0.6091 the salary will be £13,850pa (£22,740pa FTE). This equates to £11.66 per hour.

Pension Scheme

Truro School complies with its legal obligations to provide access to a pension scheme. All staff have the option of joining the defined contribution L&G Pension Scheme for Truro School staff.

Employee Assistance Program/Employee Benefits Platform

Truro School utilises Care First as our EAP provider so all employees have access to a 24/7 helpline and website support. In addition, this platform gives to access hundreds of discounts, offers and savings from high street retailers to holidays, Marks & Spencer to Bloom & Wild.

Other Employment Checks

The offer of employment will be conditional upon satisfactory receipt of the following;

1. Proof of right to work in the UK
2. Acceptable self-disclosure form
3. Overseas criminal record check (if you have resided or worked out of the UK in the past 3 years)
4. Two satisfactory references
5. Evidence of qualifications held
6. Barred List check
7. TRA and section 128 check (if applicable)
8. Fitness to Work Questionnaire

Truro School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with past employers and a Disclosure and Barring Service check

We embrace diversity and promote equality of opportunity. We welcome applications from all sections of the community.

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APPLICATION PROCESS

To apply for this position, you will need to complete and submit a formal application using our Truro School application form. We are unable to accept any CVs. This should be emailed to recruitment@truroschool.com or mailed to the School address.

Through the submission of your application form you should demonstrate your qualifications, skill, and experience in relation to the role you are applying for. This information will be assessed against the requirements detailed in the job description.

Once the closing date for applications has been reached we will shortlist applicants and you will be contacted in order to either be invited to interview or to be notified that you have not been successful this time. Our shortlisting process utilises anonymised application forms in order to avoid any bias. If you are called for interview you will be asked to provide your right to work in the UK evidence, complete a self-disclosure form and a provide a copy of your qualifications. Additional selection methods such as preparation and delivery of a lesson, a presentation or activities/tasks may be used and you will be notified in advance if that is the case.

References may be taken up prior to interview.

All applicants must be prepared to have a Disclosure and Barring Service (DBS) check and undergo any other appropriate child protection screening including checks with past employers.

The post for which you have applied is exempt from Section 4 (2) of the Rehabilitation of Offenders Act 1974 by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, amended 2013. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self disclosure form prior to interview. Any positive disclosure will be discussed at interview.

Any information given will be treated in strict confidence and will be considered only in relation to your application for this post. Truro School does not discriminate against candidates with irrelevant criminal convictions. For further information on which offences should be disclosed please visit:

<http://hub.unlock.org.uk/wp-content/uploads/What-will-be-filtered-by-the-DBS.pdf> and/or view the flowchart on our employment webpage.

Candidates who have a disability or any other special requirement should let the school know so that reasonable adjustments can be made during the recruitment process.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected and possible referral to the police and/or Department for Education.

We look forward to receiving your application.

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