

Job Title: Activities and Events Officer

Report to: Hien Nguyen – Head of Administration

Job purpose

To undertake and support the Head of Administration and Director of Studies to maximise the development of extracurricular activities and social events at Ashbourne. management, development and implementation of effective and efficient procedures and processes for the administration at Ashbourne and to contribute to the development and maintenance of an effective and efficient administration team to achieve Ashbourne's aim to be the leading sixth form college in London.

The Activities Coordinator undertakes the following:

1. Activities

Aim: Responsible for planning and implementing activities for A-Level and Middle School students. Must ensure that all paperwork for activities and academic trips is properly prepared. To work with staff and students to promote activities and have no empty spaces on activities. All students at Ashbourne should participate in activities. Always come up with new ideas on how to promote activities to improve the school extracurricular activities

1.1 Plan non-academic activities for A-Level Ashbourne students. Each year the following activities must occur:

- a. Tour of London for new students/Welcome Event
- b. Theatre Play
- c. Musical Play
- d. Ballet
- e. Go-Karting
- f. European Trip

1.2 Advertise and promote for non-academic activities to ensure there is a high turn out for each trip. Coordinate with Deputy Heads of Year 13 and Director of Studies to ensure all trips are filled.

1.3 Create a calendar of all upcoming trips, both academic and non-academic. Ensure that all dates are in FileMaker calendar and Activities database.

1.4 Ensure staff are kept in the loop and trips do not clash with other events or mocks

1.5 Ensure that all necessary steps are completed for trips including:

- a. Trip approval
- b. Risk Assessment
- c. Group leader who will: take first aid kit, trip phone, list of students and do head-count of students
- d. Taking pictures at trip
- e. Post-evaluation form

f. Write up of trip along with pictures submitted

- 1.6 Assist with planning academic trips during half term and Easter break such as: Art trip, Geography trip, European Trip and Middle School Trips.
 - 1.7 Assist staff with planning and purchasing tickets for academic trips
 - 1.8 Liaise with Head of Middle School and Middle School Academic Administrator to ensure Middle School students also have trips planned for Inset Days and that all necessary steps for trips are completed
 - 1.9 Inform parents of upcoming trips and what the transport situation and hours will be for each trip
 - 1.10 Inform tutors when students will miss classes due to academic trips
 - 1.11 Update attendance for students or liaise with Attendance Officer to ensure all students missing classes for academic trips are updated as "SR" in attendance
 - 1.12 Keep an up to date budget of all activities to review at end of year
 - 1.13 Keep an up to date Activity binder with all trip approval, risk assessments and trip evaluations for reference
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2. Trips

Aim: Responsible for planning all trips including accommodation, activities, flights, staff and student attendees. To ensure all paperwork for the European and overnight trips is properly prepared. To ensure all visa paperwork including visa students and staff is completed for overseas students. This includes all education and residential trips such as European Trips, Art, Middle School.

- 2.1 Ensure that all trips planned and followed-up properly and according to trips policy.
 - 2.2 Liaise with Director of Studies to determine staff for the trip
 - 2.3 Plan events and schedule for the European Trip including buying tickets.
 - 2.4. Ensure additional forms/information binders are prepared for all Residential (Overnight) trips
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3. Events

Aim: Responsible for Ashbourne events each year as described below. Must ensure all paperwork is completed for all events and work relevant departments to ensure high attendance at all events. Be aware of all events happening at Ashbourne and ensure that they are promoted effectively internally and externally. Ensure that all staff are informed of the events.

3.1 Decide dates of events and prepare/plan Ashbourne Events such as but not limited to:

- a. Parents Evening
- b. Revue
- c. Music Concert
- d. End of Year Awards
- e. UCAS Days
- f. Registration Days
- g. Alumni Events
- h. Art Exhibitions
- i. Music Concerts
- j. Inset days
- k. Creative Arts Event
- l. Alumni Events

3.2 The Events Officer are not directly in charge of, but must oversee but include but limit to: Open Evening, Music and Drama Event, Admissions Oversea Trips.

Ensure all proper risk assessments are completed and Ashbourne policies are followed during events

3.3 Ensure venues and suppliers are booked and students are involved in process when necessary, such as Leavers' Dinner.

3.4 Liaising with Director of Studies, Deputy Heads of Year 13 and various staff to arrange new Alumni Events and inviting Alumni to existing events

3.5 Arrange Parent's Evening for both Y12 and Y13/Middle School including, arranging appointments, informing parents and tutors of appointments, coordinating food and overseeing the event on the night

4. Clubs

Ensure that Ashbourne students have the opportunity to take part in a range of clubs and ensure that students benefit from these clubs.

These clubs involve onsite and offsite clubs.

1. Ensure the implementation of clubs adhere to Ashbourne policy
 2. Students benefit from it
 3. Obtain student feedback
 4. improvement plan - aim into all aims. Implement activities based on student and staff feedback
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5. Registration Days Coordinator

Ensure all students complete registration prior to their studies at Ashbourne, note that students cannot start registration before completing their registration.

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- 5.1 To work with Head of Administration to plan for the registration days and staff availability
 - 5.2 Set up registration appointment website
 - 5.3 Plan and oversee registration days including what students do, where different departments will be set up, and health and safety tours
 - 5.4 Liaise with staff in charge of documents to ensure smooth Registration Days for all students, especially late students
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6. ALIS/YELLIS

Aim: Responsible for ensuring all new Ashbourne students sit either ALIS or YELLIS at the after the first 2 weeks of their start date and that the proper data is uploaded to the database.

- 6.1 Arrange for all new A-Level students to sit the ALIS test, including new Year 12 students and new Year 13 students
 - 6.2 Arrange for all GCSE students to sit the YELLIS test, designated as Year 10 or Year 11
 - 6.3 Generate data including the average of GCSE scores in order to receive feedback from ALIS/YELLIS.
 - 6.4 Ensure late registration students sit ALIS/YELLIS.
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7. UCAS Support and administration

Aim: Provide support for students and staff in regards to UCAS.

- 7.1 Become familiar with UCAS website to provide support for Year 13 students and ensure that all students are registered for UCAS.
 - 7.2 Plan and coordinate for UCAS days with the Head of Year 13
 - 7.3 Plan and coordinate a UCAS Parent's Evening for Year 13 students
 - 7.4 Provide the director of studies further support with ad-hoc cases.
 - 7.5 Be aware of UCAS destinations for students.
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8. Student Council

Aim: The Activities and Event Officer is in charge of the Student council at Ashbourne, this person is in charge of operating the processes of the student council. The Event officer should ensure they are adhering to student council job descriptions and policy. Provide ad-hoc support to A-Level students, especially in regards to the Ashbourne Student Council.

8.1 Ensure there is a clear job descriptions for student council member and ensure that the student council operates in an efficient way

8.2 Work with the director of studies to appoint the president and student council members

8.3 Effectively manage the student council and ensure they adhere to the JD

8.4 Meet with the student council members for performance review and disciplinary issues.

9. Ad-hoc A Level Support

9.1 Ad hoc assistance for Director of Studies in regards to A-Level students, which may include:

- a) Assisting with missed mocks
- b) Arranging disciplinary meetings
- c) Gaining feedback about various students

9.2 Working with Deputy Head of Year 13 in regards to the Student Council

10 Honor Roll

Aim: To ensure that Ashbourne publishes an Honor Roll twice per year and that students, staff and parents are aware of students on the Honor Roll.

10.1 Liaising with Director of Studies, PTs, Deputy Heads of Year 13 and staff regarding Student Rewards

10.2 Ensuring student Honor Rolls are posted throughout Ashbourne for the Ashbourne Autumn and Spring Honour Roll, or when applicable

10.3 Ensuring parents are informed when their child is on the student Honor Roll

10.4 Keeping up to date on Ofsted requirements regarding rewarding behavior and ensuring Ashbourne is compliant

10.5 Liaising with staff to pick students each term and ensuring that staff members understand the purpose of the awards

10.6 Arranging End of Year Awards, which includes trophies for each department and ensuring that students who are awarded will attend event

11 Relevant Policy Updating

Aim: To be aware of policies and to also update policies Activities Coordinator Position.

- 11.1 Annually review relevant policies that correspond to job description (e.g. Activities Policy, Behaviour Policy)
 - 11.2 Research other policies and Ofsted regulation to provide feedback about updates/changes to relevant policies
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12. Calendar of the Year

Aim: Ensure that Ashbourne has a clear calendar for all events and key dates prior to the start of the academic year

- 12.1 Liaise with relevant departments to obtain the key dates.
- 12.2 Ensure key dates are communicated to parents
- 12.3 - Ensure updated on website

13. Social Media Responsibilities

- 13.1 Maintain an engaged presence across multiple social media platforms such as Facebook, Twitter, Instagram and the Ashbourne website (College Blog).
- 13.2 Plan, manage, upload and schedule content to social media websites and college blog.
- 13.3 Work alongside the creative filming crew for College events.
- 13.4 Monitor growth and performance across social media channels and develop new opportunities for growth.
- 13.5 Promote Ashbourne's events on social media and website.
- 13.6 Create posters/flyers to promote college events.
- 13.7 Work alongside Ashbourne's Website Developer (e.g. college blog, adwords, google analytics, display network optimisation).
- 13.10 Attend events to capture digital content to feed social media platforms and website (e.g. Dante at the Warehouse, Ashbourne Allstars Football match).
- 13.10 Answer enquiries via Facebook's messaging service.

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13.11 Contact magazines and newspapers to promote advertising for Ashbourne.

13.12 Work alongside student council to produce content for social media platforms and website.

13.13 Be the point of contact between marketing companies and Ashbourne.

13.14 Work alongside the art department and upload their work to social media platforms and website.

13.15 Produce release forms for students and staff to have written authorisation to use their image/work.

13.16 Distribute the College Newsletter to all staff.

14. Reception Cover Duties

Aim: To provide lunch cover assistance and ad hoc assistance to the Front Desk Team.

14.1 Assisting Front Desk team with reception cover for one hour per day during lunch cover

14.2 Ad hoc reception cover
