

Job Description

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, careers and social events at Ashbourne. Management, development and implementation of effective and efficient procedures and processes for the events and activities 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 to ensure all trips are fully booked. Come up with new ideas on how to promote activities to improve the school's 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. European Trip
- c. Art trip
- d. One social activity per month, such as: Theatre Play, Go Karting

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 mock exams.

- 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 Support Officer 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 the end of the 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 to approve all trips.
- 2.3 Plan events and schedule full itinerary or the European Trip including buying tickets.
- 2.4. Ensure additional forms/information binders are prepared for all Residential (Overnight) trips

3. Events

Aim: Responsible for Ashbourne events each year as described below.

Must ensure all paperwork is completed for all events and work with 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. The Revue
 - c. Music Concert/s
 - d. End of Year Awards
 - e. UCAS/Careers Days
 - f. End of year awards
 - g. Registration days
 - h. Inset days
 - i. Creative Arts Event
- 3.2 The Activities and Events Officer is not directly in charge of, but must oversee and update calendar for but include but limited to: Open Evening, Music and Drama Event, Admissions Oversea Trips.
- 3.3 Ensure all risk assessments are completed and Ashbourne policies are followed during events
- 3.4 Ensure venues and suppliers are booked, invoices are paid and a full schedule is produced. All staff/students must be informed of all events.
- 3.5 Liaising with Director of Studies, Deputy Heads of Year 13 and

various staff to arrange new Alumni Events and inviting Alumni to existing events.

- 3.6 Arrange Parent's Evening for both Y12 and Y13/Middle School including, arranging uploading data onto parents' evening system, managing appointments, informing parents and tutors of appointments, coordinating food and overseeing the event on the night
- 3.7 Organise for guest speakers and University representatives to attend Inset/UCAS days students, especially late students
- 3.8 Liaise with the Deputy Head of Sixth Form to organise staff events throughout the year, such as the annual pub quiz and Christmas lunch.

4. Clubs

Aim: 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 are both onsite and offsite.

- 4.1 Ensure the implementation of clubs adhere to Ashbourne policy
- 4.2. Students benefit from the clubs
- 4.3 Obtain student feedback and implement activities based on student and staff feedback
- 4.5 Finalise a list of Clubs with staff and circulate their location to students

5. Competitions

Aim: Liaise with staff to ensure that students have access to extra curricular competitions throughout the year in a range of subjects.

- 5.1 Ensure that competitions are advertised to all students
- 5.2 Book all places for competitions with the guidance of the trip leader
- 5.3 Set up/Invigilate all extra curricular exam papers and submit entries

5.4 Inform students and staff of Ashbourne's success in competitions.

6. Registration Days Coordinator

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

- 6.1 To work with Head of Administration to plan for the registration days and staff availability
- 6.2 Set up registration appointment website
- 6.3 Plan and oversee registration days including what students do, where different departments will be set up, and health and safety tours
- 6.4 Liaise with staff in charge of documents to ensure smooth Registration Days for all students, especially late students.
- 6.5 Recruit student helpers for this period
- 6.6 Ensure that all students feel welcomed and are fully registered before they can start their lessons.

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.
- 7.6 Manage the UCAS website, assigning all students to UCAS tutors

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/application process for student council members 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 fortnightly for performance review and disciplinary issues.

9. Ad-hoc A Level Support

- 9.1 Working with Deputy Head of Year 13 in regards to the Student Council and UCAS

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 to all for the Ashbourne Autumn and Spring Honour Roll
- 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 behaviour 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
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11. Relevant Policy Updating

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

- 11.1 Annually review relevant policies that correspond to job description (e.g. Activities Policy, Behaviour Careers 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 key dates are updated on website
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13. Careers Responsibilities

- 13.1 Regularly update the database of Work Experience opportunities that students have access to throughout the year, offering support to students where necessary.
- 13.2 Organise a number of Careers focused events inline with the Department of Education Policy for Careers guidance. This includes, but is not limited to, UCAS/Careers Day and Inset Day talks.
- 13.4 Create and develop relationships with local businesses, with a view to offer work placements and attend UCAS/Careers Days in the quieter periods.
- 13.5 Liaise with Personal Tutors, ensuring they keep up to date with work

experience content in PT sessions.

13.6 Review and update the Careers policy, in line with legislation and make changes to Ashbourne's policy.

14. Social Media Content Contributor

14.1. To contribute to the content resources for the College's social media and marketing purposes throughout the year. This includes:

- Photos/Videos of activities, trips, events, clubs, competitions
- Students and parents' testimonials
- To conduct interviews, focus groups with students, parents and alumni to create enriched contents

14.2. To support the Social Media and Marketing Team on promoting viral campaigns and user-generated contents.

14.3. To assist the Social Media and Marketing Team with editing/refining text, visual and audio-visual contents to ensure a timely delivery of the editorial calendar and effective implementation of the college's social media strategy.

15. Reception Cover Duties

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

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

15.2 Ad hoc reception cover