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1878 - 2028

IPSWICH HIGH SCHOOL



**Events, Lettings and Weddings
Coordinator
RECRUITMENT PACK**

Welcome



Dear Sir/Madam,

I would like to start by thanking you for your interest in working at Ipswich High School. In addition to the information provided with this advertisement, I wanted to take this opportunity to introduce our school to help further inform your application.

This is an incredibly exciting time to join the school. In recent years, the school has transitioned from a girls' school to coeducational and in September 2019 opened its first boarding house, which has gone on to win a national award for the exceptional quality of the facilities.

I joined the school in January 2023 as Head and have ambitious aims to continue to develop the incredible warm, welcoming, and purposeful atmosphere created by the pupils and staff. The school has a tremendously broad curriculum, and this is further supported by an outstanding co-curricular offering, providing every pupil with over 80 different clubs and activities to fill their nine weekly enrichment sessions. Our on-site facilities include a theatre, indoor 25 metre swimming pool, dance studio, dedicated food and design technology area, multiple outdoor sports facilities, fitness suite and a Sixth Form suite based in Woolverstone Hall.

We are an incredibly supportive community and each individual member of staff at the school contributes to our story and plays a crucial role in ensuring the continued quality of education and experience for our pupils and parents. I am enormously proud of our talented teachers and support staff. Every member of our school has access to support and training to help them develop professionally within their role.

We are now seeking an Events, Lettings and Weddings Coordinator to take forward and develop an already successful and well-regarded programme, further enhancing the quality, reach and impact of events held at Ipswich High School.

I hope that on reading about this position, you will decide to apply. I am sure you will find a truly rewarding and enjoyable journey ahead of you, it is a vital role at a time of exciting developments within the school.

A handwritten signature in black ink, which appears to read 'Dan Browning'.

Mr Dan Browning
Head

The School

Introduction

Ipswich High School is a prominent day and boarding school, for boys and girls from Nursery through to Sixth Form, situated in an idyllic 87-acre campus on the banks of the River Orwell.

Founded in 1878, the school has been at its impressive home near Ipswich since 1992. The school has long enjoyed a high profile across the region and is respected for both its academic success year-on-year, and for its superb pastoral care and unrivalled enrichment activity. With feeder schools spread across East Anglia, the school typically sees its greatest demand for places from the counties of Suffolk, Essex, and Norfolk.

Our Location and Campus

We boast a beautiful 87-acre campus at the Grade I listed Woolverstone Hall. The school's rural setting is just a few miles from the vibrant waterfront town of Ipswich.

Our spacious school campus has superb facilities, including a 350-capacity theatre, ICT suites, a 25m indoor heated swimming pool, Sixth Form suite, six science laboratories, dedicated music rooms and floodlit AstroTurf pitches.

Prep School

Our Prep School is an integral part of our all-through school setting. Alongside our incredible classroom experience we provide specialist teaching from Reception in French, Spanish, Dance and Music.

Senior School

We provide an exceptional education and an unrivalled co-curricular programme which gives our pupils wider opportunities, experiences, and skills beyond the curriculum.

Sixth Form

We offer a one-of-a-kind Sixth Form experience, which sets us apart from other Sixth Forms and provides an inspiring learning environment. Our students achieve some of the top A Level results in the region.

Boarding

The Dairy House and The Barns are our two boarding houses. They have been completely renovated and restored to the highest standards and are located on our school campus, a short walk from Woolverstone Hall.

Overview

- Ages 3 to 18 years
- 520 pupils on roll
- Co-educational
- A day and boarding school

Job Description

Responsible to: Operations Manager, Head and Senior Leadership Team

Job Purpose: To develop and manage the school's internal and external events and lettings provision, including the promotion of external events such as weddings and the commercial hire of the school's buildings and sporting facilities. To manage the day to day coordination and delivery of internal school events.

General Events, Lettings and Weddings Responsibilities

- Act as the primary point of contact for all events and lettings enquiries, responding promptly and professionally.
- Follow up all enquiries for events and lettings, ensuring the client has all the information required and been offered a site viewing.
- Conduct site tours to promote the venue to potential clients as and when required, this will require working some evenings and weekends.
- Manage the end-to-end administration of events and lettings, including bookings, contracts, risk assessments, documentation, invoicing requests and record keeping, including client databases for future marketing opportunities.
- Ensure pricing information, contracts and marketing materials are current, accurate and professionally presented.
- Maintain accurate and up-to-date lettings diaries and databases, ensuring compliance with school procedures.
- Liaise closely with internal teams including premises, catering, finance, transport and marketing to ensure the smooth planning and delivery of events.
- Ensure all external suppliers and hirers provide appropriate documentation, including insurance and risk assessments, where required.
- Promote the school's facilities and events in line with brand guidelines, working closely with the marketing team to ensure relevant information and imagery are accurate and kept up to date across booking platforms.
- Produce regular management reports on lettings activity, income generation and associated costs.
- Uphold high standards of presentation, organisation and customer service, ensuring smooth delivery of events, which reflect positively on the school.
- To ensure the highest level of customer service is maintained throughout the entire event process, with the ability to trouble shoot where and when required, always remaining calm and professional.

Job Description

Weddings at Woolverstone Hall

- Act as the key liaison for wedding clients from booking through to event delivery; providing on-site coordination and support throughout the wedding.
- Manage all wedding enquiries and bookings, acting as a knowledgeable and professional point of contact.
- Promote weddings at Woolverstone Hall through appropriate marketing channels, including social media and website content.
- Arrange and conduct tours and meetings with prospective wedding clients, ensuring timely follow-up.
- Coordinate contractual documentation and associated administration for wedding bookings.
- Arrange and attend pre-event planning meetings, including final coordination meetings approximately six weeks prior to the wedding date.
- Work closely with premises staff, caterers and approved suppliers to ensure effective set-up and delivery of weddings.
- Welcome clients on event days and provide on-site coordination support as required.
- Plan, coordinate and deliver on-site wedding fairs and promotional events to showcase Woolverstone Hall and drive wedding enquiries and bookings.

Please see our Woolverstone Hall Weddings website: www.woolverstonehall.co.uk

External Lettings of School Facilities

- Manage enquiries and bookings for external lettings, including sporting facilities, rooms and function spaces
- Maintain and administer online booking systems, including SchoolHire, ensuring accuracy and availability.
- Promote facilities through a range of marketing channels, exploring new opportunities for lead generation.
- Arrange meetings and tours with prospective hirers and maintain strong relationships with regular users.
- Liaise with premises, cleaning and catering teams to ensure facilities are prepared appropriately for each letting

Job Description

Internal School Events

- Coordinate the planning and delivery of all internal school events in consultation with senior leaders and event leads.
- Liaise with premises, catering and other relevant teams to ensure timely set-up, equipment provision and logistical support.
- Provide on the day coordination support for internal events, as required.

General

- Provide administrative support to the premises team, as required.
- Build strong relationships with all key stakeholders, both internally and externally.

Personal Responsibilities

- Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.
- Actively promoting school policies and procedures.
- Responsibility for own continued professional learning and development.
- Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
- Attending meetings scheduled in the school calendar punctually.
- Adhering to the School's Safeguarding Policy.

General Requirements

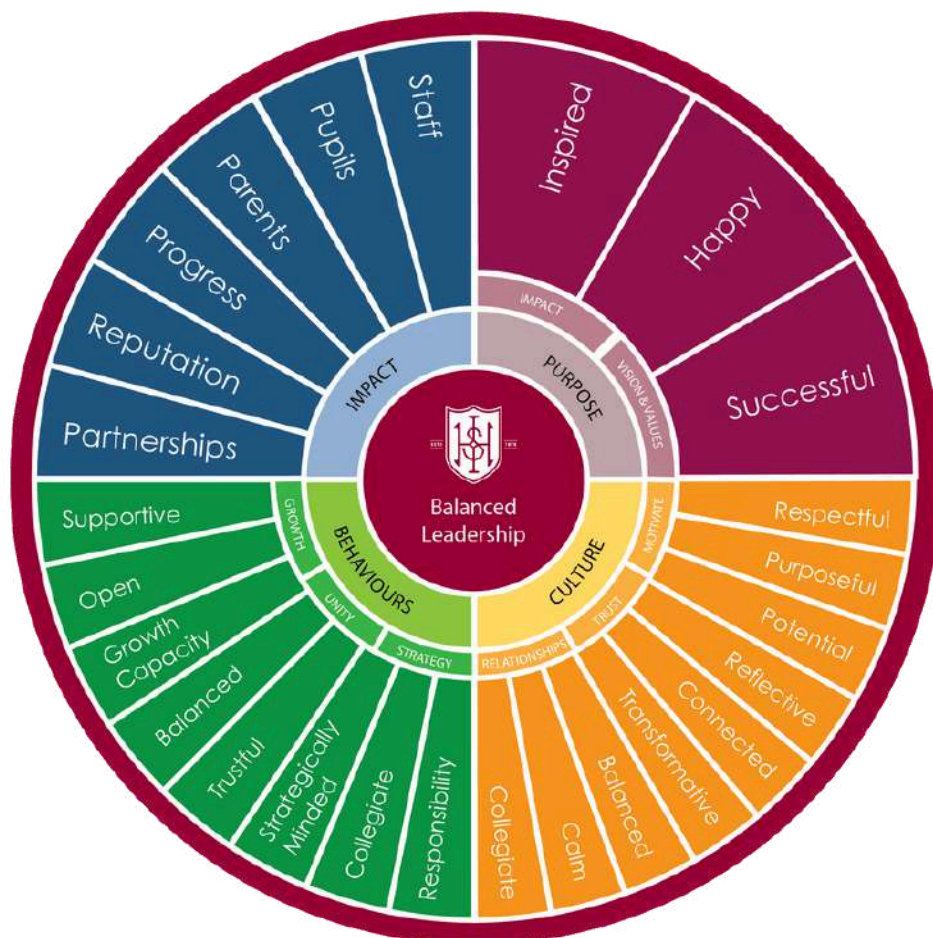
All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Be a role model based on our values.
- Engage actively in the performance review process.
- Adhere to school policies.
- Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head, Senior Leadership Team or Line Manager.

Notes

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their particular duties



PERSON SPECIFICATION: EVENTS, LETTINGS & WEDDINGS COORDINATOR

SKILLS REQUIRED

Excellent organisational and time management skills, with the ability to manage multiple activities simultaneously	Essential
Strong customer service and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential
Strong attention to detail and a commitment to maintaining high professional standards	Essential
Excellent IT skills, including the use of Microsoft Office applications and online booking systems	Essential
Ability to plan, coordinate and deliver events to agreed deadlines	Essential
Commercial awareness and an understanding of income generation through lettings and events	Desirable

KNOWLEDGE BASE

Understanding of event coordination and customer-focused service delivery	Essential
Working knowledge of health and safety requirements relevant to events and public use of facilities	Essential
Awareness of safeguarding responsibilities within an educational setting	Essential
Understanding of marketing and promotion methods, including social media	Desirable

QUALIFICATIONS/ATTAINMENT

Educated to GCSE level (or equivalent), including English and Mathematics	Essential
Relevant qualifications or training in events management, hospitality, business administration or a related field	Desirable
A First Aid at Work Qualification or willingness to obtain	Essential

EXPERIENCE

Proven experience in events coordination, lettings, hospitality or a customer-facing operational role	Desirable
Experience of delivering a high standard of customer service	Essential

PERSON SPECIFICATION: EVENTS, LETTINGS & WEDDINGS COORDINATOR

EXPERIENCE	
Experience of managing bookings, contracts and associated administration	Essential
Experience of working with multiple internal and external stakeholders	Essential
Experience of income generation, reporting or budget awareness	Desirable
Experience of working within an educational or similar regulated environment	Desirable
PERSONAL QUALITIES	
Forward thinking, self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job.	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations with a good sense of humour	Essential
Excellent communication skills, both verbal and written	Essential
Ability to act decisively with the ability to recognise when escalation or authorisation is required	Essential
Willingness to challenge others to produce positive outcomes.	Essential
Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Flexible over working hours according to the needs of the school.	Essential
SAFEGUARDING	
Shows a personal commitment to safeguarding and promoting the welfare and rights of young people.	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances.	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	Essential
Can demonstrate an ability to contribute towards a safe environment.	Essential



Our Teaching Ethos

We are renowned for ensuring our pupils are equipped to be so much more than highly skilled at passing exams through our IHS Way. We believe great results are a by-product of an outstanding education, not its sole focus. We do this by providing them with the widest possible range of experiences, both in and outside of the classroom, to broaden their minds and create new opportunities for every pupil to thrive.



Outstanding GCSE and A Level Results

In 2025 the school achieved fantastic GCSE and A Level results.

Across the cohort, the number of GCSE pupils receiving number of grade 9s has double, 60% of pupils achieved grades 9-8, and the number of pupils receiving grades 9-7 has increased by 50%.

Our A Level results are equally as great. We maintained our historic high levels of A*-B pass rates.



Broaden Their Minds

We offer a wide range of 16 GCSE and 22 A Level subjects, as well as the Higher Project Qualification (HPQ) and Extended Project Qualification (EPQ).

Our Enrichment Programme is a fundamental part of school life at Ipswich High School. All our enrichments are designed to widen pupil's experiences, develop their leadership skills, and inspire new passions. The enrichment activities also provide transferable academic, practical and social skills such as leadership, life skills, and knowledge.

University Progression

Our pupils continue on to great things once they complete their education at Ipswich High School.

80% of our pupils achieve their first choice university with 100% achieving either their first or second choice. Students have gone on to Cambridge, Oxford, Imperial College London, UCL, Bristol, Durham, Manchester, Warwick, and Sheffield universities, to name but a few.

Pastoral Care



We are deeply proud of our incredibly supportive, welcoming, and positive atmosphere created by the pupils and staff at Ipswich High School. Our 'small school' feel ensures that every pupil is known and valued as an individual.

We promote an embedded pastoral ethos across the school campus. We have a school nurse in attendance during school hours to provide support in the medical rooms and contributes to the pastoral care of students.

There is a strong pastoral team who work closely with parents to ensure all pupils are fully supported. This is an important aspect of school life and involves the Heads of Year, Deputy of Sixth Form, the tutors and the school nurse. We also have a professional counsellor to meet with pupils individually and offer youth work sessions



Enrichment Programme

In the Senior School, every pupil has 9 clubs per week built into their timetables and this term alone there are over 110 clubs running for those in Years 7-13. This serves as a wonderful opportunity for our pupils to further extend and broaden their talents, skills and knowledge.



Boarding

Award-Winning Boarding

Our Boarding facilities includes the Grade II listed Dairy House, built in 1870 and The Barns. Both Boarding Houses have been completely renovated and restored to the highest standards and offered accommodation for 55 pupils.

Construction on the site was completed in 2021, and it has already won a national BSA Award. We are still actively recruiting to develop a diverse boarding community of both international and domestic boarders from Years 7 to 13

Located in a privileged position on the school campus, we provide a home away from home experience with a full-time Houseparent



Benefits of Employment

Remuneration

- The salary will be commensurate with the experience and qualities of the successful candidate.

School Fees

- A 50% reduction in school fees (pro rata for part time staff) from Reception class onwards.

Development, Health & Pensions

- The school is committed to staff development with an annual review scheme and regular opportunities for professional development
- Teaching staff are provided with a school laptop/iPad
- All staff have day one access to a Pension Scheme. Teachers are eligible to belong to the Teachers' Pension Scheme and Support Staff to a Workplace Pension Scheme
- Corporate Membership at Ipswich Sports Club, with 25% off advertised membership subscription fees

Free Provision & Discounted Services

- Employee benefits platform including 24/7 access to GP services and a vast range of providers offering discounted products
- Free on-site parking
- All staff can swim free of charge on two evenings per week and, at specified times, have free use of the Fitness Suite. Staff will be required to follow the appropriate rules and regulations that apply for the use of these areas
- All staff are eligible to receive a contribution towards an eye test and glasses as required for working with Display Screen Equipment
- Offer of free Microsoft Office software on devices at home while employed at the school

Wellbeing

- Employee Assistance Package offered through staff wellbeing portal, support available online and telephone support
- Free access to 24/7 online GP support
- Free flu vaccination annually
- Free midday meal each day, Monday to Friday, during term-time
- Free tea and coffee for all staff all day
- Newspapers and fruit in staffroom
- Free access to counselling support

SafeGuarding

All appointments will be subject to two satisfactory references, Enhanced Disclosure check by the Disclosure and Barring Service, medical fitness for this role and evidence of identity and qualifications. All the above checks must be completed before beginning work in the school. In the unlikely event of an unsatisfactory report being received following the issuing of a contract, the offer of appointment will be terminated without notice.

We are committed to the safeguarding of children and child protection screening will apply to this post.



Application Process

Mr Browning, our Head would be delighted to welcome potential candidates for a tour of the school before submitting an application.

Please complete an application form and return to our HR Manager, enclosing a cover letter supporting your application.

For further information or to request a tour of the school with our Head, please contact Linda Marsh, HR Manager at:

recruitment@ipswichhighschool.co.uk

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IPSWICH HIGH SCHOOL

WOOLVERSTONE HALL
SUFFOLK, ENGLAND

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