

Job Title	Communications and Events Manager
Job Family	Marketing
Line Manager	Director of Communications
Hours	40 hours per week, with some evenings and weekends All year Round
Holidays	25 days, plus Bank Holidays
Location	Repton School
Salary	Competitive
Role Overview	
The Repton year has a rhythm of moments that matter: the first Open Day of the autumn, the receptions and dinners that welcome new families, Speech Day, the Admission of Scholars, chapel services, concerts, productions, and fixtures that fill the campus and define how Repton is experienced. This role exists to make sure those moments are delivered well and seen widely. The Communications and Events Manager will plan and run Repton's on-campus events from the first brief to the final follow-up, and will lead the engagement and promotion that surrounds them. That means building the audience beforehand, creating the materials that will shape the event, capturing the day itself, and turning it into content that reaches prospective families, current parents and the wider school community afterwards. It is a role for someone who enjoys both sides of the work: the detail of a running order and the craft of a well- written invite.	

Role Responsibilities
Delivering the key moments of the school year The postholder will own the planning and delivery of Repton's on-campus event calendar, working with academic, pastoral, and operational colleagues to agree dates well in advance, avoid clashes and give each occasion the lead time it needs. The programme spans admissions events such as Open Days, the start-of-term welcome for new families, formal occasions including the Admission of Scholars and chapel services, as well as concerts, productions, exhibitions and sporting fixtures that bring visitors onto campus through the year. For each event they will manage the full cycle: the brief and the budget, venue and catering, staffing and pupil involvement, the running order and the guest experience, on-the-day management and a short evaluation afterwards. Where events involve the Headmaster, governors or senior guests, they will prepare the briefing and make sure everyone knows their part. A particular priority will be establishing a single, consistent approach to invitations, bookings and RSVPs, so that the process is simple for guests, the data the school holds is accurate, and attendance can be tracked properly from one year to the next. Engagement and promotion Every event should arrive with an audience already looking forward to it. The postholder will build and run the communications campaign around each occasion, writing and scheduling invitations, confirmations, reminders and follow-ups, and using the school's email, website, social and paid

channels to drive attendance where numbers matter. They will work with the content team to make sure the look and tone are recognisably Repton, and will track registrations and attendance so that each campaign is informed by what worked last time.

On the day, they will brief photographers and videographers and make sure the right moments are captured. Afterwards, they will turn that material into stories, galleries, reels and posts for the website, newsletters and social media, so the reach of each event extends well beyond the people who were there. Open Days and admissions events in particular should feed directly into the enquiry and conversion work of the Admissions team.

Planning, budgets and suppliers

The postholder will manage the events budget, keeping accurate records of spend and income, and will negotiate with and manage external suppliers such as caterers, printers, AV and production companies. They will maintain a master events calendar that colleagues across the school can see and rely on, keep event plans and risk assessments up to date, and make sure every event meets health and safety, safeguarding and accessibility requirements. After each major event they will report on attendance, engagement and feedback, so that each year's programme builds on the last.

Working with others

The role sits in Marketing but will work closely with Admissions, the Headmaster's office, Houses, academic departments, Music, Drama, Sport, catering and estates. The postholder will brief and coordinate staff and pupil volunteers and will be a confident, visible presence on the day, representing the school to guests of every kind. They will also contribute to wider school communications when needed, including parent letters, press releases and publications.

Person Specification

Essential

The successful candidate will have substantial experience of planning and delivering events from start to finish, together with experience of writing and running communications for external audiences. They will be highly organised, able to run a number of projects in parallel to fixed deadlines, and calm when plans change on the day. They will write clearly and accurately with a good eye for detail, and will be comfortable managing budgets, suppliers and booking or CRM systems. Strong interpersonal skills are essential, as the role involves working with senior staff, parents, pupils and visiting guests, and a willingness to work evenings and weekends during term time is a requirement of the post.

Desirable

Experience in a school, university, arts venue or membership organisation would be an advantage, as would experience of using events to support recruitment or conversion. Familiarity with event booking platforms, email marketing tools, social scheduling and basic analytics would be helpful, as would photography, video or design skills.

Other Important Information

Safeguarding

Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact is a critical part of all roles at Repton/Repton Prep. Under the Sexual Offences Act 2003 it is a criminal offence for a person over 18 (e.g. teacher, matron, sports coach) to have a sexual relationship with a child under 18 where that person is in a position of trust in respect of that child, even if the relationship is consensual. This applies where the child is in full-time education and the person works in the same establishment as the child, even if s/he does not teach the child.

Moreover, whatever the age of the pupil, a sexual relationship between an employee and a pupil will be considered an abuse of a position of trust and gross misconduct, likely to result in dismissal.

Health

The successful applicant will be required to complete a Health Declaration once a formal offer of employment has been made and accepted.

Children Act and Referees

Successful appointment will be dependent upon statutory criminal conviction checks including an enhanced DBS Check in accordance with the Children Act, as well as favourable reports from two referees. It will be assumed that the school may contact your nominated referees without further reference to you, unless you specify any alternative arrangements.

Child Protection Policy

All applicants must be familiar with our Child Protection Policy which can be found at <https://www.repton.org.uk/userfiles/reptonmvc/Documents/06-Key-Information/Employment-Opportunities/170916->

