

<b>Job Title</b>	<b>Event Assistant</b>
<b>Job Family</b>	<b>Enterprise</b>
<b>Line Manager</b>	<b>Commercial Manager</b>
<b>Key Stakeholders/Internal Customers</b>	Enterprise team, Sports Centre staff, Events attendees
<b>Hours</b>	This is a casual 0-hour position. Hours will meet the demands of the events planned
<b>Contract Type</b>	Casual, All year round
<b>Holidays</b>	Included in rate of pay.
<b>Location</b>	Repton
<b>Salary</b>	£15.69 per hour, inclusive of holiday pay.
<b>Benefits</b>	Employer Pension Scheme
<b>Role Overview</b>	
<p>The Event Assistant supports the successful delivery of events across Repton School, working as part of the Enterprises team. The role involves providing practical, front-facing and operational support to ensure events run smoothly, safely and to a high standard. Duties include assisting with event set-ups and take-downs, front of house and customer service, car parking management, and supporting licensed bar service where required.</p>	
<b>Role Responsibilities</b>	
<p><b>Event Operations &amp; Set-Up</b></p> <ul style="list-style-type: none"> <li>Assist with the set-up and take-down of event spaces, including furniture, staging, equipment and signage.</li> <li>Prepare venues in line with event plans, layouts and health &amp; safety requirements.</li> <li>Ensure event areas are clean, safe and presentable before, during and after use.</li> <li>Opening and closing of buildings for events</li> </ul>	
<p><b>Front of House &amp; Guest Experience</b></p> <ul style="list-style-type: none"> <li>Act as a welcoming and professional first point of contact for visitors, guests and event organisers.</li> <li>Support front-of-house duties including guest arrival, ticket or guest list checks, seating assistance and general enquiries.</li> <li>Provide clear directions and information to ensure a positive visitor experience.</li> <li>Maintain the high standards of behaviour, presentation and communication expected of Repton representatives.</li> </ul>	
<p><b>Car Park &amp; Arrival Management</b></p> <ul style="list-style-type: none"> <li>Assist with car park plans for busy periods</li> <li>Assist with car park marshalling and traffic flow during busy arrival and departure periods.</li> <li>Ensure safe pedestrian routes are maintained and clearly communicated.</li> <li>Support accessibility arrangements for guests where required.</li> </ul>	
<p><b>Bar &amp; Hospitality Support</b></p> <ul style="list-style-type: none"> <li>Assist with bar service at events, where appropriately trained and authorised.</li> <li>Support stock set-up, basic service and clearing down in line with licensing and age-verification requirements.</li> <li>Maintain cleanliness and safe working practices in bar areas.</li> </ul>	
<p><b>Health, Safety &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>Work in accordance with risk assessments, health &amp; safety procedures and safeguarding policies.</li> <li>Assist in maintaining clear access routes, emergency exits and safe capacities.</li> <li>Identify &amp; report hazards, incidents or concerns promptly to the Event or Duty Manager.</li> <li>Demonstrate vigilance and responsibility in maintaining a safe environment for pupils, staff and visitors.</li> </ul>	
<p><b>Safeguarding Responsibilities</b></p> <ul style="list-style-type: none"> <li>Uphold Repton School's commitment to safeguarding and child protection at all times.</li> <li>Behave in accordance with safer working practice, maintaining appropriate professional boundaries.</li> <li>Report safeguarding concerns immediately to the Event Manager or Designated Safeguarding Lead (DSL).</li> </ul>	



- Complete any required safeguarding training prior to undertaking duties involving pupil access, public-facing work or event operations.

#### **Reputation & Standards**

- Act as an ambassador for Repton School, reflecting its values through professionalism, courtesy and reliability.
- Maintain excellent personal presentation and uphold high standards of conduct at all times.
- Support the School's commitment to inclusivity, respect and positive community engagement.
- Handle queries, concerns or feedback in line with Repton's communication expectations and customer care standards.

#### **Teamwork & Communication**

- Work closely with colleagues across Events, Estates, Catering, Security, Technical and other operational teams.
- Follow instructions accurately, working flexibly and adapting to real-time needs during events.
- Maintain a professional and reliable approach at all times.

#### **General Support**

- Support a wide range of events including conferences, performances, sports fixtures, weddings and commercial hires.
- Undertake other reasonable duties to support the smooth operation of events at Repton School.

### **Person Specification**

#### **Essential:**

- Previous experience supporting events operations, front of house or venue management.
- Excellent interpersonal skills and customer service
- Ability to take initiative in dynamic situations
- Strong problem-solving skills and the ability to remain calm under pressure.
- Experience assisting with or delivering licensed bar service.
- Experience working with a diverse range of visitors or stakeholders

#### **Desirable:**

- Experience working in a school, education or campus-based environment

### **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  
[Safeguarding\\_Children\\_and\\_Child\\_Protection\\_Policy-2535.pdf](#)