

<b>Job Title</b>	Lettings and Events Co-ordinator
<b>Reports to</b>	Head of Short Courses and Lettings

**Job Purpose**

The Commercial Department at Eton College plays a vital role in supporting the College's mission by generating income through a diverse and growing portfolio of activities. We work creatively and strategically to maximise the value of Eton's unique heritage, spaces, and reputation.

This is an ambitious, entrepreneurial team that thrives on identifying new opportunities and delivering innovative commercial initiatives. We are committed to protecting the College's values and history while embracing fresh ideas and modern commercial thinking. The projects we undertake are designed to deliver financial return and enhance Eton's profile, or strengthen its community connections, and support its long-term future.

The Lettings and Events Co-ordinator supports the Commercial Department with all day-to-day lettings and external events tasks and will assist in the organisation and delivery of commercial and community hires.

**Key Tasks and Responsibilities**

- Oversee all ad-hoc bookings of College facilities by commercial partners, community groups and staff;
- Co-ordinate the planning and distribution of detailed schedule sheets for all external hires;
- Be present on-site during events or ensure appropriate staffing is in place for event setup, execution, and breakdown, or as the point of contact for ad-hoc bookings as necessary;
- Administer the Facility Hire email inbox and handle room bookings via the central School booking system;
- Liaise with key stakeholders across the College to coordinate and integrate third-party bookings, ensuring clear and timely communication to support a smooth and efficient process for all parties;
- Align needs of third parties around academic calendars and priority College functions, avoiding conflicts;
- Organise and support logistical needs, including access, on-site requirements, and parking arrangements;
- Serve as the primary point of contact for facility hires, fostering positive relationships with third-party organisations and College departments;
- Attend site visits and update schedules accordingly to reflect changes or requirements;
- Work closely with the Health and Safety team to ensure all necessary risk assessments are completed and compliant;
- Support the broader department by undertaking additional duties or special projects as needed to maintain smooth and efficient operations.

All employees of Eton College are also expected to:

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity'.
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood.

Last Updated: May 2025

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

- Understand and comply with procedures and legislation relating to confidentiality.
- Display a commitment to and promotion of equality, diversity and inclusion.

### **Skills and Competencies Required**

To be successful in this role, you will need to be able to demonstrate the following:

- We're looking for someone with a passion for events and hands-on delivery - someone who thrives in a role that balances desk-based coordination with active, on-the-ground event co-ordination;
- Strong communication and teamwork skills are essential, as you'll collaborate closely with colleagues and stakeholders while switching seamlessly between planning and execution;
- A minimum of Intermediate level expertise in the Microsoft Office suite of applications, with particular strengths using Outlook, Word, and Excel;
- Highly organised with the ability to prioritise multiple tasks in order to meet deadlines;
- Excellent organisational skills with strong attention to detail and accuracy;
- The ability to maintain confidentiality, discretion and professionalism at all times;
- Excellent written and verbal communication skills, with the confidence to interact with colleagues, parents and students;
- Friendly and courteous telephone manner;
- The flexibility to work as part of a team, as well as possessing a sense of self-motivation to use own initiative at all times;
- Previous experience of working in an Events environment would be desirable;
- A current, clean driving licence would be desirable;
- An appreciation of the College, its tradition and history would be desirable;

You may also enjoy this role if you have;

- A positive 'can-do' attitude;
- A flexible approach to work.

### **Working Pattern**

**Hours of Work:** The post holder would be expected to work 35 hours per week from Monday to Friday between the hours of 09.00am and 5.00pm, with a 1 hour unpaid lunch break. An expectation to be on site for occasional evening and weekend hires. Any additional hours worked will result in time off in lieu.

**Holiday:** 21 days' paid holiday per annum, plus bank holidays which are also paid. When a bank holiday falls during school term time you may be requested to work on that day; if this is the case a day off in lieu will be given at another time.

### **Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed

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## ROLE PROFILE

will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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