



Aylesbury High School | #AHSWalksTall

Developing uniquely talented young adults, who are independent, strong and confident

FACILITIES, EVENTS AND HIRING ADMINISTRATOR

THE SCHOOL

Aylesbury High School (AHS) is a forward-thinking girls' grammar school that values both academic and pastoral excellence and co-curricular opportunities with the vision of developing uniquely talented young adults, who are independent, strong and confident

We create a welcoming environment which draws the very best from all in our community. Achieved by providing an ambitious education that stimulates creative and critical thinking, values diversity and facilitates dynamic personal development.

The AHS values are Boundless Aspiration, Resilient Bravery, Curious Engagement and Selfless Generosity and we want all our community to experience, develop and demonstrate these characteristics both within the curriculum and through our extensive co-curricular offering.

JOB DESCRIPTION: Facilities, Events and Hiring Administrator

LINE MANAGED BY:	Facilities Director
DATE:	As soon as possible
PAY RANGE:	AHS Pay Range 3-4 Dependent on experience / qualifications

JOB PURPOSE

To provide comprehensive administrative and operational support to the Facilities Department while taking a lead role in the co-ordination of school events and the managing external hirings of the school site. This role serves as a vital link between the school's physical infrastructure, its income-generating activities (hirings), and its community engagement.

DIMENSIONS

Full-time role: 37 hours/week, 52 weeks/year

Term Time Hours - Monday to Wednesday: 07.30 to 16.30 hrs (incs ½ hr break/day) Thursday and Friday: 09.15 to 15.00 hrs

School Holiday Hours - Monday 08:00 to 15.30 hrs (incs ½ hr break) Tuesday to Friday 08.00 to 16.00 hrs (incs ½ hr break/day)

PERFORMANCE STANDARDS

The Facilities, Events and Hiring Administrator will be judged against the job description and any targets set up as part of the appraisal process.

PRINCIPLE ACCOUNTABILITIES

1. Facilities Management & Compliance

- **‘Every’ Compliance Software:** Monitor the ‘activities’ (maintenance inspections/safety tests) and ‘contracts’ recorded on the system and ensure they are actioned and updated liaising with the Facilities Director and Senior Caretaker. Utilise the system to maintain accurate records of all compliance inspections, planned maintenance and remedial actions.
- **‘Every’ Activities:** undertake those activities allocated or appropriate for the role e.g. meter reads
- **Statutory/Preventative Maintenance:** Maintain a comprehensive annual calendar (utilising the Every Compliance Software) for statutory and non-statutory inspections, including Fire Safety, HVAC, Lift Maintenance, and Electrical Testing (PAT). Liaise with contractors to book inspection dates, placing the necessary orders. Assist with the administration of contract renewals.
- **Statutory Site Safety Tests:** Ensure in-house testing/inspection records for items such as the Fire Alarm, Fire Extinguishers, Emergency Lighting, Water Maintenance (Legionella) and Asbestos are ‘audit-ready’.
- **Health & Safety:** Act as the first point of contact for H&S issues raised for example via Every. In addition to assisting the Senior Caretaker with maintaining a central register of risk assessments for the department. Also maintain the **Asbestos Register** and a central record of **COSHH safety data sheets** and assessments for the Facilities Team.
- **Contractor Liaison/Safeguarding:** Assist in the co-ordination of contractors working on the site. Obtain for review, and then electronically filing, contractor Risk Assessments, Method Statements (RAMS) and insurance certificates. Where appropriate co-ordinate Permits for Work. Ensure all safeguarding requirements are met by obtaining and recording Letters of Assurance for those regularly visiting the site.
- **Remedial/Reactive Maintenance:** Assist the Facilities Director and Senior Caretaker in obtaining quotations for remedial maintenance on site. Placing departmental orders for supplies and services and maintaining electronic records.
- **Reporting:** Collate accident reports for analysis and issue task lists to the Caretaking Team.
- **Facilities Team Calendar:** Ensure the team is aware of all events, exams, hirings, etc. that will impact their roles.
- **Finance:** Generate purchase requisitions where necessary

2. Events Co-ordination

- **Provide Administrative and Logistical Support:** To Event Leaders, this includes completing event checklists, reviewing all necessary processes, completing risk assessments, updating event calendars (ensuring there are no conflicts between the school's needs (events/exams) and external users), requesting room bookings, co-ordinating student volunteers, allocating staff roles, issuing communications, overseeing ticket sales, and liaising with colleagues to arrange room set-ups, catering and IT support. As well as obtaining post-event feedback.
- **Event Liaison:** Build and maintain effective relationships with a diverse range of stakeholders to support the successful delivery of events both internally and externally.
- **Commercial/ Marketing Support:** Promote events to raise awareness and optimise attendance. This includes assisting in the designing of promotional material.
- **Event Set Up:** Co-ordinate event set-up with the Event Lead, Facilities Team, student volunteers and other relevant staff. Hands-on support may be required, including erecting signage and banners, displaying materials, arranging furniture, loading presentations and collating handouts and event packs. **Some events, due to their scale or significance in the school calendar, may require the Events Co-ordinator’s presence, and this may include evenings or weekend overtime.**

3. Hirings & Income Generation

- **Liaison:** Be a primary point of contact for new and existing hirers of the site. This includes Aylesbury Music Centre who share our site and hire part of the school.
- **Administration:**
 - 'Booking Pro': manage all hirings using this dedicated software, which contains the schools hiring calendar and is used for generating booking confirmations, invoices and payment receipts.
 - Daily: respond to enquiries, meet with potential hirers and send out booking forms and manage all new hiring requests, ensuring they meet the conditions of the schools hiring policy.
 - Weekly: follow up on enquiries, record payments, issue receipts, share hiring schedule with the Caretaking Team and Cleaning Supervisor.
 - Monthly: generate invoices, manage overdue payments, review hirers insurance
 - Annually: review hiring policy and rates with the Facilities Director, share updated information with regular hirers
- **Financial Analysis:** Periodically/annually prepare reports on site usage and income versus outgoings for review with the Facilities Director .

4. Front of House & Reception Coverage

- **Core Hours Support:** Provide dedicated reception cover from **07:30 - 09:00** and **15:00 - 16:30**, Monday to Wednesday.
- **Visitor Management:** Act as the first point of contact for parents, students, and visitors during peak start-of-day and end-of-day periods.
- **Security & Access:** Ensure all visitors are signed in according to safeguarding protocols and issue visitor badges as required.
- **Call Handling:** Manage the main switchboard, directing calls to the appropriate departments and taking accurate messages for the Facilities and Leadership team

PERSON SPECIFICATION

Category	Requirements
Experience	Proven experience in facilities administration, event management, or lettings/hospitality.
Communication	Exceptional verbal and written skills; diplomatic and persuasive when dealing with hirers, parents, and contractors.
Technical Skills	Proficient in Google Workspace, and database management. Knowledge of H&S regulations

Organisation	Ability to manage a complex workload with competing deadlines (e.g., balancing a boiler inspection with an all Parent event).
Personal Attributes	Creative, innovative, and highly motivated to hit marketing and income targets. High level of integrity regarding confidentiality and safeguarding.

How to apply for the role

Please complete the application form and **include a covering letter**.

Closing date: Friday 17th April @ 9am Interviews: 23rd or 24th April

FLEXIBLE WORKING

AHS is a supporter of Flexible Working; over a third of our staff have a flexible work arrangement. We recognise that a better work-life balance can improve employee motivation, performance and productivity, and reduce stress and therefore want to support our employees in achieving a better balance between work and their other priorities, such as caring responsibilities, leisure activities, further learning and other interests.

Please include detail in your letter of application or talk to us at interview about the flexibility you need. We cannot promise to give you exactly what you want, but we will do our best to accommodate your needs. For this role we are open to discussing the possibility of reduced hours, {remote working}, flexible start and finish times, or compressed hours.

AHS is committed to agreeing any flexible working arrangements, provided that the needs and objectives of both the organisation and the employee can be met.

SAFEGUARDING STATEMENT

CVs alone cannot be accepted for safeguarding reasons

If you are shortlisted for this post, you will also be required to complete a self-disclosure form as part of the recruitment process; this will not be used for shortlisting purposes.

The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Our Safeguarding Statement is [here](#). The appointment will be subject to references, which are satisfactory for the advertised post, an enhanced DBS check with a Child Barred List check, identity checks, prohibition orders and qualification checks as appropriate.

AHS is an equal opportunities employer. We encourage early applications for all vacancies and reserve the right to close our vacancies at any time should the right candidates be found.