



Downe House



CANDIDATE INFORMATION PACK

EVENTS AND FACILITIES  
MANAGER



## Message from the Headmistress

Thank you for the interest you have shown in joining Downe House. I hope this information pack provides a clear overview of the position and of what it is like to work at our School. If you have any queries, please do get in touch - we are always happy to help. I would also recommend visiting our website, where you will find a wealth of information about us.

Downe House is a very special place, where we work together with a shared purpose: to support our pupils in reaching their full potential. There is a strong sense of community here, and every member of staff, whatever their role, plays an important part in our success.

We seek to recruit the very best staff at Downe House, and I could not be more proud of our dedicated team. Our expectations are high, but in return we offer a supportive and friendly working environment, generous benefits, extensive CPD opportunities, and the chance to make a real difference.

I hope you will feel encouraged to apply, and we look forward to hearing from you.

With all good wishes

EMMA MCKENDRICK

# About Downe House

Downe House is a leading UK independent day and boarding school for girls aged 11 – 18. Downe has long enjoyed a reputation for delivering a world-class education, focused on outstanding academic and extracurricular provision, and pastoral excellence.

Downe House was founded in 1907 by Olive Willis, who held a strong belief that a school should meet the needs of young women by prizing the individual and creating a strong community. With over 550 pupils, today's Downe House lives out the message that "each individual matters", alongside its Christian foundation and core values of kindness and respect for others. A Downe education sets out to inspire our pupils to succeed – and to prepare them to become inspiring role models as citizens of a global community.

Our immersive education gives girls both the freedom and support to develop their talents and interests. Inspirational teaching, enriching co-curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has an established reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our families, and girls have the choice of joining us as full boarders, flexi boarders or day pupils. Many of the girls are boarders, and they live in one of the ten on-site boarding houses. The emphasis is very much on creating a 'home from home' environment, and each house is staffed by a committed and caring team – some of whom are residential. Our ethos is to put families at the heart of our education, from creating the right balance between family time, to working in partnership with parents to ensure every girl gets the most out of school life.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in a global teacher exchange programme with our partner school in Australia. Selected pupils can also participate in our Global Schools Exchange or Global Internships programmes. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international Schools in Oman and the Kingdom of Saudi Arabia.



# Working for us

Downe House employs over 450 staff across a wide range of roles, including teachers, administrators, accountants, technicians, school nurses, housekeepers, matrons, and chefs. Working here means joining a welcoming, ambitious, and forward-thinking community where every member of staff is valued for the part they play in shaping the lives of our pupils. As a leading UK independent school with a proud heritage and a modern outlook, we strive to create an environment where students and staff alike can thrive. Colleagues describe Downe House as a place of genuine collaboration, where professional expertise is respected, and development is encouraged at every stage of your career.

Staff benefit from exceptional facilities, a beautiful campus, and strong investment in wellbeing and training. Whether your role is in teaching, pastoral care, administration, or support services, you will be supported by a highly professional team and offered many opportunities to get involved in all aspects of school life. Our culture is shaped by kindness, inclusivity, and a shared belief in the value of holistic education.

At Downe House, you will make a meaningful difference each day, enjoy a vibrant workplace, and contribute to an institution that strives for excellence while remaining grounded in community. We welcome talented, caring, and enthusiastic individuals who want to grow with us and help our pupils flourish.

## Inspiring people



# The position

## EVENTS AND FACILITIES MANAGER

<b>START DATE:</b>	Immediate	<b>REPORTING TO:</b>	Head of Maintenance and Facilities
<b>CONTRACT:</b>	Permanent	<b>HOURS:</b>	40 hours per week
<b>SALARY:</b>	£35,000 - £38,000 dependant on experience	The postholder will have a small number of direct reports	

Flexibility will be required and working hours will include some evenings and weekends as well as acting as duty manager. Where this is the case, some TOIL will apply.

### JOB PURPOSE AND OVERVIEW

The Events and Facilities Manager has three core areas of responsibility:

- the planning, coordination, and delivery of events hosted on and around the school estate;
- residential property management related to resident staff living in properties on site or off site in close proximity to the school;
- co-ordination of commercial lettings.

The role balances operational logistics, stakeholder liaison, and estate stewardship while protecting the school's educational priorities and reputation. You will work with the wider Estates Team to manage communication and associated services for events across the school calendar. It will require some flexible working to support school events sometimes in the evenings and weekends. This will include being part of the termly weekend rota as the on-site Duty Manager approximately 3 weekend days (Saturday or Sunday) per term. You will provide management support to the Events and Facilities Team under the guidance of the Head of Maintenance and Facilities (HoMF).

### DEPARTMENT OVERVIEW

As a leading independent boarding School, we take pride in everything that we do, including ensuring the safety and security of our pupils, staff, and school premises.

We are fortunate that our pupils can live and learn in modern, beautiful, and natural surroundings.

The Estates Department play a big role in maintaining our impressive site and grounds and ensuring that all the facilities are safe, compliant and in good working order.

Our Estates Department consists of approximately 20 members in a range of roles such as Caretakers, Maintenance Operatives, Events Teams, and Groundskeepers. Our busy and committed team carry out the maintenance and logistical needs across our large estate and a range of facilities including classrooms, boarding houses, staff residential accommodation, sports facilities, and indoor swimming pool. We are constantly improving our site, developing our sustainability strategy, and creating efficiencies in how we work and deliver services across the school. With strong knowledge of event logistics, facilities coordination, and health and safety requirements, the Events and Facilities Manager will be central to the safe, efficient, and high-quality delivery of events across the school's estate.



## MAIN DUTIES AND RESPONSIBILITIES

### Events & Facilities Co-Ordination

- Plan, coordinate, and deliver a wide range of events including school functions, sports events, conferences and commercial hire.
- Act as the primary point of contact for event organisers, internal and external stakeholders.
- Produce event schedules, risk assessments, and operational plans.
- Oversee event set-up, breakdown, and on-the-day operations.
- Work closely with Estates, Catering, IT, and Housekeeping teams to ensure seamless event delivery.
- Ensure all events comply with health and safety, fire regulations, and licensing requirements.
- Protect the integrity of historic or specialist buildings, grounds, and equipment.
- Monitor capacity limits and appropriate use of spaces.
- Manage office moves to include the purchase of furniture as required.

### Budgeting & Administration

- Prepare event costings, quotations, and post-event evaluations.
- Monitor event budgets and support income reporting.
- Maintain accurate records, bookings calendars, and event documentation.

### Customer Experience & Standards

- Deliver a high-quality, professional experience for all event attendees and stakeholders.
- Handle feedback and resolve issues calmly and effectively.
- Uphold the school's brand, values, and reputation at all times.

### Team & Contractor Management

- Co-ordinate temporary staff, porters, caretakers, and event contractors.
- Oversee the weekend rotas to ensure suitable resources are in place for all events.
- Brief staff on event requirements, schedules, and safety procedures.
- Liaise with external suppliers including AV, florists, and marquee providers.

### Residential Property Management

- Responsibility for DH property and residential lettings.
- Under the guidance of the Director of Estates and Services, manage the residential moves of staff.
- Liaise with staff moving in or out of their premises to smoothly co-ordinate arrangements for their arrival or departure.
- Manage (staff) tenant enquiries, prepare lease agreements.
- Help source appropriate residential properties for staff living off site and liaise with the estate agent and Finance Department.

### Commercial Lettings Co-Ordinator

- Manage external lettings of school facilities, including bookings, contracts, pricing, and invoicing.
- Maximise revenue opportunities while safeguarding the school's core educational activities.
- Maintain strong relationships with repeat customers and external partners.
- Ensure all external users comply with school policies and insurance requirements.



# Person specification

## Essential

- Proven experience in event management, hospitality, facilities, or venue operations.
- Ability to manage multiple events and priorities simultaneously.
- Knowledge of health & safety and risk management in event settings.
- Strong organisational and planning skills with excellent attention to detail.
- Ability to prioritise workload and meet deadlines for self and others.
- Confident communicator and able to establish professional relationships with internal and external stakeholders.
- Experience dealing with contractors and third party suppliers would be advantageous.
- Good motivator as a line manager and project lead, able to generate enthusiasm.
- IT competent including Microsoft Office 365 Suite of applications.
- Data compliance and record keeping skills.

- Calm and resilient demeanour.
- Solutions orientated.
- Flexibility to work evenings and weekends on occasions - advance notice provided.

## Desirable

- Experience working within a school, heritage venue, or large estate.
- Have an understanding of the independent sector / boarding school environment.
- Previous experience as a line manager.
- Knowledge of safeguarding practices in educational environments.
- Budget management or commercial lettings experience.
- IOSH Managing Safely, ILM or CMI qualifications (people and operations management)
- First Aid at Work / Fire Safety / Fire Marshal Training.



Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

**We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.**

# Employee benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

free eye test & contribution towards glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## FREE MEALS

daily nutritious & delicious meals



## EMPLOYEE REFERRAL REWARD

£300 for successful referrals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies



## WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate



## CYCLE TO WORK SCHEME

savings on purchasing a bicycle & accessories for commuting purposes



“I benefitted hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the best possible route for each student, this is true of their approach to their staff as well.”

“Downe House is a very busy, vibrant and exciting place to be a part of. The expectations within my role are high, but I have felt very supported since I started, and there is a tangible culture of collaboration and kindness at the school.”

“I’m enjoying being part of such a supportive team and a community that empowers young women to succeed. Downe House’s reputation and beautiful setting make it a truly inspiring place to work.”



# Inspiring girls

Downe House  
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[www.downehouse.net](http://www.downehouse.net)



Downe  
House

