



## Events and Operations Coordinator

**Permanent, 37 hours per week, term time + Inset days + two weeks**

**Point 18-22, £31,537 to £32,699 full time equivalent**

**Actual salary £27,655 - £29,551**

## The School

### Where Excellence Meets Opportunity

#### Welcome to Stratford Girls' Grammar School

At Stratford Girls' Grammar School, academic achievement goes hand in hand with a warm, inclusive community and a shared commitment to shaping futures. We are more than a school - we are a place where talented staff thrive, innovate, and make a lasting impact.

#### Why SGGS?

We are a highly successful selective academy for students aged 11–18, with 854 learners who bring energy, curiosity, and ambition to every lesson. Our diverse intake from south Coventry, Banbury, Solihull, and Pershore creates a vibrant learning environment that celebrates individuality and fosters collaboration.

#### Outstanding in Every Sense

Our reputation speaks for itself. Ofsted judged us Outstanding in November 2022, recognising not only our exceptional academic standards but also the personal development and wellbeing of our students. Results are consistently impressive:

GCSE:	86% grades 9–7
A-level:	82% grades A*–B
Progress 8:	+1.07

Our students progress to the most competitive destinations, including Oxbridge, degree-level apprenticeships, and careers in Medicine, Dentistry, and Veterinary Science – a testament to the quality of teaching and support they receive.

#### A School That Invests in You

We continually invest in our facilities and digital infrastructure:

£3.5m Hargreaves building with sports hall, fitness suite, drama studio, and classrooms  
£1.5m extension with six new classrooms and a modern library

Refurbished science labs and upgraded historic Manor House

A forward-thinking Digital Strategy with interactive screens, and Microsoft 365 integration to streamline teaching and reduce admin

## A Beautiful Place to Work

The school is located in the small village of Shottery on the outskirts of Stratford-upon-Avon, just ten minutes easy distance from junction 15 of the M40 and less than an hour from Birmingham, Coventry and Worcester. It is based in the grounds of Shottery Manor, a fifteenth century manor house which accommodates our sixth form. The school buildings are quite compact, which gives it a friendly feel, and the entire site is arranged around a very attractive central lawn.

## A Culture of Support and Growth

At SGGS, you'll join a team that values collaboration, creativity, and professional development. Our pastoral care is exceptional, our parents are highly supportive (97% would recommend us), and our Governing Body is engaged and forward-looking.

## The Post

We are seeking to recruit a well organised, confident, reliable and efficient individual to take responsibility for the day to day running of school operations and events such as Open Evenings and whole school celebrations.

The successful candidate will be a good communicator, have a pragmatic approach, a willingness to learn, and be able to remain calm under pressure.

Full details of the role are included in the job description below, with the principal areas being:

- To be responsible for the smooth running of SGGS during the school day and to coordinate and attend all major school events (e.g. Open Evenings, onsite Progress Evenings, Awards Evenings, Careers Evenings etc.)
- To upkeep and be responsible for all internal and external calendars, working with SLT to plan the year ahead and with all staff for in year bookings.
- To be responsible for the sending of all communications to Parents / Carers, managing the School app and inboxes.
- To manage and regularly update the Staff Hub SharePoint site with items relevant to the role.
- To prepare and distribute the weekly Staff Bulletin.
- To act as the Secretary for the Friends of Stratford Grammar (FoS) and organise all FoS events, with FoS volunteer and staff support.
- To lead on the organisation and implementation of the Fundraising plans, researching and planning events and activities.
- To manage the lettings of the school facilities.

## The Application Process and Interview

Those who wish to apply can do so by following the link [here](#) from the school's website using MyNewTerm.

Please complete the application form online. A written statement in support of your application will be accepted but we do not consider CVs.

If you have any questions with regard to this vacancy or wish to visit the school, please contact Clare Webster, Business Manager, in the first instance on 01789 293759 or at [webster.c@sggs.org.uk](mailto:webster.c@sggs.org.uk).

**Application deadline:** Monday 26<sup>th</sup> January 2026 at 12pm

**Interviews will be held:** Friday 30<sup>th</sup> January 2026

## Staff Dress

At Stratford Girls' Grammar School all staff should wear clothing which:

- promotes a positive and professional image.
- is appropriate to their role.
- is not likely to be viewed as offensive, revealing, or sexually provocative.
- does not distract, cause embarrassment or give rise to misunderstanding.
- is absent of any political or otherwise contentious slogans.
- is not considered to be discriminatory.
- is compliant with professional standards.

The expectations are that:

- male teaching staff are expected to wear a jacket and collared shirt, and female teaching staff equivalently smart attire with a jacket. Ties are optional.
- staff are expected to dress appropriately; all staff should set a good example to students in what they wear, avoiding clothing that is overly casual or revealing.

## Safeguarding

The personal safety, emotional well-being, and social development of students at SGGS is at the heart of our ethos. All staff are regularly trained and expected to adopt a vigilant, professionally curious approach to safeguarding.

In line with KCSIE 2025, we will conduct online searches on all shortlisted candidates.

This school is committed to safeguarding, equality of opportunity, and promoting the welfare of children and young people. An enhanced DBS check will be required. This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974.

## Privacy Notice

Information about how we handle your data can be found [here](#).

## The Job Description

<b>Overall Responsibilities</b>	<ul style="list-style-type: none"><li>• To be responsible for the smooth running of SGGS during the school day and to coordinate and attend all major school events (e.g. Open Evenings, onsite Progress Evenings, Awards Evenings, Careers Evenings etc.)</li><li>• To upkeep and be responsible for all internal and external calendars, working with SLT to plan the year ahead and with all staff for in year bookings.</li><li>• To be responsible for the sending of all communications to Parents / Carers, managing the School app and inboxes.</li><li>• To manage and regularly update the Staff Hub SharePoint site with items relevant to the role.</li><li>• To prepare and distribute the weekly Staff Bulletin.</li><li>• To act as the Secretary for the Friends of Stratford Grammar (FoS) and organise all FoS events, with FoS volunteer and staff support.</li></ul>
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	<ul style="list-style-type: none"> <li>• To lead on the organisation and implementation of the Fundraising plans, researching and planning events and activities.</li> <li>• To manage the lettings of the school facilities.</li> </ul>
<b>Specific tasks:</b>	<ul style="list-style-type: none"> <li>• To be the main school contact for planning, organising, and delivering internal events and functions such as (but not exclusively) prize events, INSET days, Open Evenings, productions, Progress Evenings, assemblies and large staff meetings</li> <li>• To be responsible for maintaining the various School organisational calendars, dealing with potential conflicts before they arise.</li> <li>• To be responsible for the effective and efficient day to day organisation of and communication regarding the running of the School, working with the Facilities Manager and Site staff as required</li> <li>• To be responsible for the set up and efficient running of: <ul style="list-style-type: none"> <li>◦ school assemblies</li> <li>◦ internal staff meetings</li> <li>◦ Open Evenings</li> <li>◦ Awards events</li> <li>◦ examination Results Days</li> <li>◦ School productions e.g. concerts, plays</li> <li>◦ Parent information evenings</li> <li>◦ Progress evenings</li> <li>◦ Regular staff wellbeing events</li> <li>◦ visits by external organisations and speakers</li> <li>◦ any other internal or external events</li> </ul> </li> <li>• To liaise with the site team, catering team, other staff and external agencies including cleaning contractor and others as appropriate to ensure the efficient running of the School</li> <li>• To coordinate and oversee room bookings and organising refreshments across the school.</li> <li>• To support SLT with ensuring staff duties are planned and covered, including undertaking one duty per week.</li> <li>• To be responsible for communication of the daily, weekly and annual organisation of the School to staff and parents</li> <li>• To be responsible for the letting of the school facilities, obtaining and maintaining the required documentation, liaising with those organisations regarding their requirements and ensuring that the appropriate charges are raised through the Finance Office.</li> <li>• To be the main school contact for dealing with enquiries relating to potential lettings of the School site</li> <li>• To research fundraising ideas and bring these to the Marketing Lead and Business Manager.</li> <li>• To organise and run fundraising events and activities such as raffles, fairs, sponsored activities or community collections.</li> </ul>

	<ul style="list-style-type: none"> <li>• To manage the application for all necessary licences linked with fundraising activities, such as the annual renewal of the small lotteries licence and to submit the necessary post event returns.</li> <li>• To be a point of contact for the Alumnae for any events organisation</li> <li>• To recruit, train and manage volunteers for fundraising activities.</li> <li>• To act as Secretary and main point of contact to the Friends of Stratford Grammar (FoS), coordinating communications, attending their meetings and organising their events, delegating to FoS members as required.</li> <li>• To liaise with local residents with regards to notice of upcoming events.</li> <li>• To liaise with Anne Hathaway's Cottage and other local facilities with regards to additional and event parking.</li> <li>• To support the school reception office and administration, proving lunch cover and deputising for the receptionist as needed during the working day.</li> <li>• To provide associate staff cover where appropriate</li> <li>• To attend admin team meetings as required</li> <li>• To carry out any other duties as directed by the Headteacher or Business Manager within the scope of the grade and role</li> </ul>
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## The Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good GCSE or equivalent in English and Maths</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven track record of success in previous similar roles</li> <li>• Experience of working with a cross section of colleagues</li> <li>• Experience of managing and completing projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school situation</li> <li>• Experience of event organisation and coordination</li> <li>• Experience of working with volunteers</li> </ul>
<b>Professional Knowledge, Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Competency in Microsoft Office applications</li> <li>• Competency in effective use of social media</li> <li>• Ability to sell the school's resources and services</li> <li>• Creativity and a can-do attitude</li> <li>• Commitment to professional development</li> <li>• An understanding of the school's wider community</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Personal integrity, honesty and sound judgement</li> <li>• Ability to be calm, work well under pressure and meet deadlines</li> <li>• Excellent interpersonal and communication skills with an eye for detail</li> <li>• Ability to communicate highly effectively with outside agencies</li> <li>• Ability to handle difficult situations</li> <li>• Ability to work in a team and also to work independently</li> </ul>	

	<ul style="list-style-type: none"> <li>• Respect and empathy towards others</li> <li>• Positive, enthusiastic outlook</li> <li>• Positive approach to change and continuous improvement</li> <li>• Ability to maintain a sense of perspective and a good sense of humour</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to work with initiative, resilience, flexibility and to manage time effectively</li> <li>• Committed to the protection and safeguarding of children and young people</li> <li>• Values and respects the views and needs of students and has positive, caring and pastoral abilities</li> <li>• Flexibility and willingness to work beyond school hours</li> </ul>	
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Commitment to maintaining the unique and caring ethos of the school</li> </ul>	