



Bedford Girls' School

Internal Events and Projects Manager

Job Description	
<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>Job Title:</p> <p>Department:</p> <p>Location:</p> <p>Job Purpose:</p> <p>Reporting Line:</p> <p>Hours:</p>	<p>Internal Events and Projects Manager</p> <p>Senior School</p> <p>Bedford Girls' School, Cardington Road - Bedford</p> <p>About the Role: The Internal Events and Projects Manager will play a pivotal role in ensuring the smooth and efficient running of the school's key internal events and operations. This position supports the senior leadership team with their complex projects, manages critical processes, ensures the smooth running of internal events and enhances operational effectiveness to foster a positive and productive environment for our students.</p> <p>Senior Deputy Head, Teaching and Learning</p> <p>37 hours per week, although there may be a need for flexibility as more hours will be required to accommodate evening events during term time. Overtime for events agreed in advance.</p>
<p>Main duties and responsibilities:</p>	<p>Event Coordination:</p> <ul style="list-style-type: none"> • Organise and support internal school events, including professional development sessions (INSET days) and other activities requiring administrative oversight. These include but are not limited to: <ul style="list-style-type: none"> ○ School Photographs ○ Charity Lunches ○ Prize Giving ○ Parents' Evenings ○ Carol Service ○ Year Group Welcome Evenings ○ GLG interviews and training days ○ Staff Induction Days ○ GCSE Results Day ○ Sixth Form Events e.g. HE Evening, International Universities Evening, Induction Day ○ Sixth Form Ball ○ Year 11 Prom

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	<ul style="list-style-type: none"> ○ Staff end of term celebrations ○ Any other school event as directed by the Senior Deputy Head <ul style="list-style-type: none"> • Have regular meetings with the relevant member of SLT to ensure the event is set up correctly and to update on progress. Create and keep up-to-date Events Planning Forms for each event to assist the whole team with their requirements. Complete risk assessments as appropriate. Raise purchase orders as needed. • Liaise with the catering and estates teams as needed to ensure the smooth running of these events. Where needed liaise with the Marketing Team and Office Services. <p>Compliance Coordination:</p> <ul style="list-style-type: none"> • Annually complete the ISC/DFE Census Updates • Undertake the administration required for any inspection of the school, including but not limited to ISI inspections. <p>Operations & Projects:</p> <ul style="list-style-type: none"> • Assist with the setup of Heads of Department meetings, Department Reviews and other similar operations of the school • Assist with the locker allocation throughout the Senior School • Assist with IB Exams administration • Order badges and T-shirts for GLG or other • Organise certificates and braids for colours • Administration of Options Choices for Year 9, GCSE, A Level and IB • Support with the administration of setting up the timetable • Designated projects around the internal operations of the school as required. • Taking minutes for Monday staff briefing • Assist the Senior Deputy Head in managing staff training records. <p>Parent Association</p> <ul style="list-style-type: none"> • Attending all Parent Association Meetings and the key Parent Association events such as the Christmas Fair • Act as a link between the Parent Association and the school • Assist the Parent Association in the organisation of their events by giving guidance on how to complete risk assessments and contact the right people • Collate requests for funds from the Heads of Department and present them to the Parent Association
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	<p>Budget Administration:</p> <ul style="list-style-type: none">• Assist the Senior Deputy Head with the INSET budget, including raising purchase orders (POs) and managing financial records. <p>Office Services:</p> <ul style="list-style-type: none">• Provide cover for office services when necessary as directed by the Office Manager.
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This job description should be seen as enabling rather than restrictive and will be subject to regular review. You may also be required to undertake such other comparable duties as the Head requires from time to time.



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	Essential <i>These are qualities without which the Applicant could not be appointed</i>	Desirable <i>These are extra qualities which can be used to choose between applicants who meet all of the essential criteria</i>
Qualifications	<ul style="list-style-type: none"> A professional qualification relevant to event management, business administration, or a related field. 	<ul style="list-style-type: none"> Additional qualifications in project management or event management.
Experience:	<ul style="list-style-type: none"> Proven experience in event planning, coordination, and execution within an educational or corporate environment. Experience managing multiple projects simultaneously, ensuring efficiency and effectiveness. Experience working with senior leadership teams and coordinating complex projects. Experience with financial administration, such as raising purchase orders and managing budgets. 	<ul style="list-style-type: none"> Prior experience working in a school or educational institution. Experience with compliance coordination, including census updates and subject access requests. Experience supporting inspections, such as ISI or OFSTED inspections. Experience in managing parent or alumni associations.
Interpersonal Skills	<ul style="list-style-type: none"> Excellent communication and interpersonal skills with the ability to liaise effectively with multiple stakeholders, including staff, students, and external vendors. Strong negotiation and problem-solving skills to handle logistical challenges effectively. Ability to work collaboratively and supportively within a team. 	<ul style="list-style-type: none"> Experience in networking and fostering strong working relationships with internal and external stakeholders. Customer service experience to enhance engagement with parents and external partners.
Personal competencies and qualities	<ul style="list-style-type: none"> Highly organised with strong attention to detail and the ability to manage competing priorities. Proactive and adaptable with a solutions-oriented mindset. 	<ul style="list-style-type: none"> Familiarity with risk assessment procedures and health & safety compliance. Experience in minute-taking and administration of staff meetings.



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	<ul style="list-style-type: none">• Ability to work independently and take initiative in a fast-paced environment.• Strong IT skills, including proficiency in Microsoft Office.• Discretion and ability to handle sensitive information with confidentiality.• Flexibility to work occasional evenings and weekends as required for events.	<ul style="list-style-type: none">• Experience in supporting staff training and professional development events.
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