

CANDIDATE INFORMATION PACK

# EVENTS COORDINATOR

# WELCOME

## I am delighted that you are considering this opportunity at North London Collegiate School.

North London Collegiate School (NLCS) was founded in 1850 by Frances Buss, an early pioneer of girls' education. One of the country's leading academic day schools, NLCS is a forward-thinking, inclusive and vibrant community.

The School provides an ambitious academic education and achieves some of the best results in the country. The focus in the classroom is on fostering a deep love of learning and our teachers are passionate subject experts. The School has a strong intellectual tradition but it is also defined by an ongoing commitment to innovation. The school's Ideas Hub is a centre for creative thinking and pioneering curriculum development.

Pupils benefit from an exceptional range of activities beyond the classroom through our co-curricular and academic enrichment programmes. We welcome over 250 visiting speakers per year, we offer 18 different sports, host over 40 concerts and several ambitious dramatic productions each year, publish multiple student-led magazines, and offer activities as varied as Model United Nations, Chess, VEX Robotics and Magic Club.

Our pastoral care is focused on developing happy, independent and resilient young women. Our pupils are free to be themselves at School but ready to embrace the opportunities of the world beyond NLCS. Our community is welcoming and inclusive and celebrates its rich diversity.

At NLCS, we deeply value our staff and are committed to their well-being and professional growth. We understand that a supportive and nurturing environment is crucial for everyone, not just our students

We're now looking for an enthusiastic Events Coordinator to join our Events Team. If you're a friendly, highly organised individual with a passion for creating memorable events, we'd love to hear from you. Our ideal candidate will have a keen eye for detail, excellent communication skills, and the ability to manage multiple tasks while delivering outstanding experiences.

Due to the nature of events, flexibility is essential, so the successful candidate must be willing to work outside of normal office hours when required, including attending evening and weekend events, both online and in person.

If you would like to join this dynamic and friendly community of pupils and staff, I would be delighted to receive your application.



**VICKY BINGHAM**  
**HEADMISTRESS**





MISS MARY HARRIS



SIR HENRY PENNY



MRS. WILSON



MISS BROWN

GRANGWOOD  
HEAD GIRLS  
1921 - Elvora Kent  
1922 - Clara Hale  
1923 - Mabel Reed  
1924 - Beatrice de la Haye  
1925 - Clare Beaumont

# THE SCHOOL



North London Collegiate School has an international reputation for academic excellence, combined with exceptional pastoral care and extra-curricular achievement. NLCS is an academically selective girls' school. There are 790 students in the Senior School, 233 of them in the Sixth Form, and approximately 310 in the Junior School. The School takes pride in the religious and social diversity of its intake.

The School's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain an exceptional team of staff, both academic and professional, who are dedicated to each pupil's development and share our passion for excellence. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

Alongside these aims for the classroom, staff strive to make school a place where the whole personality can grow. Good relations between staff and pupils, and between girls themselves, are fostered. At NLCS, education is much more than passing examinations and the girls are encouraged to try themselves out in a variety of ways. Staff strive to maintain a community which is tolerant and teaches service to others.

Set in over 30 acres of parkland, the School has extensive facilities. These include a new Wellbeing Centre which underlines the School's commitment to ensuring that NLCS continues to provide as rounded and supportive a pastoral offering as is possible.

In 2025, 83.4% of GCSEs were a grade 9, and a notable 95.9% of grades were 9/8. At A-Level our students achieved an impressive 54.3% A\* grades, 86.1% A\*- A and 96.1% A\*- B. In addition to A-Levels, we offer the International Baccalaureate in the Sixth Form and we have an outstanding record of success. Our students gained an average point score of 42.94 in 2025, placing us again among the best IB schools in the world.

Places are heavily oversubscribed, and entry is extremely competitive.

Our leavers receive offers from an impressive range of university destinations including Oxford, Cambridge, Harvard, Yale and Princeton, as well as other leading universities such as Warwick, Edinburgh, UCL and Imperial. We are extremely proud of our alumnae (Old North Londoners), who have achieved international prominence in a wide variety of career pathways from music, drama and the arts through to science, sports, politics and law.

We have an extensive schedule of extra-curricular activities including a weekly speakers' programme for all students in Years 11, 12 and 13. NLCS students regularly reach the finals of national and international competitions, such as Flin Schools, chess, Young Enterprise, coding and debating.

There is also a remarkable commitment to outreach and charity work, reflecting the rich and harmonious diversity of the School.

To find out more about the school, click [HERE](#).



# EVENTS COORDINATOR

## THE ROLE

As our new Events Coordinator, you will work as part of a small, dynamic team of two. Reporting to the Events Manager, you will play a key role in planning and delivering a wide range of events throughout the year, from open days, concerts, and sporting galas to academic conferences, lectures, and theatrical productions.

The events team works closely with colleagues across the entire school, so your ability to build strong, productive relationships with multiple stakeholders will be essential to your success. Ideally you will bring experience in coordinating events from initial concept through to delivery, along with the confidence to operate to a high standard in a busy, complex, and fast-paced environment.

## LINE MANAGER:

Events Manager

## CONTRACT:

Permanent contract working 40 hours per week, term time only plus 10 additional days and 5 INSET days.

The successful candidate will need to be flexible to work at events during evenings (term time) and occasionally at weekends. Toil will be provided for any additional hours worked.

## ACTUAL SALARY:

FTE £31,951 - £35,268.

Actual pro rata salary £25,952 - £28,647 depending on skills and experience.

## MAIN RESPONSIBILITIES

Working alongside the Events Manager, support the planning and delivery of key annual school events, including Founder's Day and Valedictory, ensuring they are executed efficiently while upholding the traditions of NLCS. Assist with event administration, including managing booking processes, coordinating with suppliers, and maintaining accurate event databases such as guest and catering lists for the portfolio of events.

Provide proactive advice, guidance, and support to teaching staff delivering events, ensuring all activities are professionally managed from concept to completion. Oversee and support the preparation of event and catering documentation, liaise on budget queries, and coordinate staff and volunteer briefings. Contribute to marketing activities as required to ensure events are well-promoted and successfully delivered.

Maintain event resources and oversee internal systems to support the effective delivery of onsite events at NLCS. Ensure accurate management of room bookings, set-ups, capacities, layouts, and catering requirements to enable smooth and well-coordinated event operations.

Maintain, collate, and manage the Event/Operations Calendar, ensuring all event and catering submissions are accurately recorded and kept up to date. Organise information from event request forms to ensure all activities are captured. Support the Events Manager in preparing for the weekly Operations meeting by providing a clear and comprehensive overview/schedule of upcoming events.

Support the evaluation of events by gathering feedback and debriefing with key stakeholders. Identify areas for improvement and ensure learnings are captured and applied to future events to enhance delivery and efficiency.

Work closely with internal teams involved in event delivery, including Estates, Catering, Housekeeping, Office staff and IT, ensuring all stakeholders are kept informed with up-to-date event information. Coordinate support requirements in the lead-up to and on the day of events to ensure smooth and effective delivery.

Attend events during the school day, as well as in the evenings and at weekends, to provide on-site support and oversight as required. A flexible approach to working hours is essential, with event cover arranged in consultation with the Events Manager to ensure fair distribution of evening and weekend responsibilities across the events team.

Collaborate with key stakeholders to ensure the events programme aligns with the school calendar and available resources. Identify and manage potential clashes or resource conflicts when compiling the events calendar, proactively flagging any issues and proposing solutions in advance.

Ensure all events comply with health & safety, licensing, and safeguarding requirements in line with school policies. Work closely with the Events Manager to maintain up-to-date event documentation and complete all necessary paperwork for each event.

Assist with the management of Ticketsource, the online ticketing platform, providing regular updates to event organisers on ticket sales, FOH, and sales reports. Support ticketing for larger or sold-out events, ensuring an FOH representative is on site to handle enquiries and provide a smooth experience for attendees.

Oversee event set-up and breakdown, ensuring all areas are ready and meet operational standards.

Troubleshoot issues in real-time to maintain smooth event delivery, alongside the internal teams and Event Manager.

In conjunction with the Marketing Team, assist with the creation and distribution of marketing materials for events, including invitations, posters, parent and alumni communications, social media posts, and on-site signage. Support ticketing campaigns and promotional initiatives to maximise attendance and engagement.

Support the management of commercial events and external venue hires, including liaising with external clients, coordinating logistics, and ensuring that all contracts, invoicing, and operational requirements are met to deliver a professional service.

*The postholder will also be required to undertake any other duties as reasonably required by the Head and Line Managers*



# THE PERSON

The successful candidate will demonstrate strong team building, communication skills, warmth and empathy. They will have a high level of organisational and interpersonal skills, be committed to maintaining the nurturing and supportive ethos of the school, and be an enthusiastic, caring and positive role model within the School community.

## GENERAL SKILLS REQUIRED

Excellent interpersonal skills, with the ability to relate well to people on all levels, and to show ambition for the School and its direction

Ability to work effectively as a member of a team, to show initiative and imagination and to have vision and the ability to inspire others

First class organisational and administrative skills with the ability to remain calm under pressure and to work to tight deadlines, managing competing priorities

Excellent written and spoken English

## PERSON SPECIFICATION

It is highly desirable that applicants have the following attributes

### EDUCATION & QUALIFICATIONS

Educated to at least A Level (degree level desirable but not essential).

### SKILLS & ABILITIES

Able to work independently and collaboratively as part of a team.

Experienced in using Microsoft Teams for communication and collaboration.

Resilient and able to work effectively under pressure, managing multiple priorities.

Persuasive and able to influence situations using sound judgment, tact, and discretion.

Highly developed interpersonal skills, with a proven ability to build trusted relationships with a wide range of stakeholders, including alumni, parents, staff, and external partners.

Flexible and willing to work outside normal hours, including evenings and weekends, as required to support events.

## EXPERIENCE & KNOWLEDGE

Proven track record of successfully planning, coordinating, and delivering multiple simultaneous events, ensuring each runs smoothly and meets quality standards.

Experience of working in a busy events environment involving multiple stakeholders and teams'

Experienced in managing competing deadlines, coordinating resources and staff, and maintaining clear communication across teams to deliver seamless events without compromising on detail or attendee experience.

Experience managing and monitoring any event-related expenditure/ budgets.

Strong IT skills, including high proficiency with Microsoft Office applications.

Understanding of and experience with social media tools to enhance the effectiveness of event marketing and communications.

Experience using Canva or similar design and content creation tools to produce marketing materials, event invitations, social media graphics, and promotional assets that effectively support event engagement and communications. Suitable training will be given if candidates have not used the platform previously.

Demonstrated interest in the education sector and familiarity with its unique requirements and stakeholders.

## OTHER

Personal integrity, honesty, energy, stamina and enthusiasm

A sensitivity to the needs of young people and a commitment to their support, care and nurture

Ability to maintain strict confidentiality

Enthusiastic, and self-motivated to get the job done to the highest standards

# EQUALITY, DIVERSITY & INCLUSIVITY



North London Collegiate School condemns unequivocally discrimination and inequality in all its forms.

Our School was founded on the principles of respect and compassion, service to others, and active, positive participation in society and the wider world. We cannot change the past, but we must learn from it. It is not sufficient to say that we are not racist – we must be actively anti-racist in our actions, policies and educational delivery. As a school, we are proud of our heritage of supporting, embracing and celebrating all the members of our community, as exemplified in our School Aims.

We recognise and celebrate the benefits of having a diverse school community, in which individuals value themselves, one another, and the different contributions that everyone can make to the school, our wider community and the world.

Our students are taught to value and respect themselves and others as they work hard to prepare to take leading roles in our future society.

In the provision of equal opportunities, the School recognises and accepts its responsibilities under the law and opposes discrimination based on the protected characteristics under the Equality Act 2010. We oppose all bullying and unlawful discrimination on the basis that a person

has a special educational need or learning difficulty, or because English is an additional language. We are committed to being an equal opportunities education provider, and to equality of opportunity for all members of our school community.

North London Collegiate School aims to ensure that all policies and practices conform with the principle of equal opportunities and comply with the public sector equality duty set out in section 149 of the Equality Act 2010.

We will tackle inappropriate attitudes and practices through our staff leading by example, through the Personal, Social and Health Education (PSHE) programme, through our supportive school culture and through our school's policies. Our teaching will reflect the diverse nature of our modern world and we will seek through our extracurricular activities, partnerships and School societies to challenge inequality and inequity, promulgate fairness and equality for all and to celebrate the differences that make us all unique and valuable members of society.

We believe that our School community is an agent for change in the world, and we continue to seek to ensure that more generations of young people leave North London Collegiate School empowered and enabled to take the next steps forward in their education and lives for their own benefit and for the good of society as a whole.

# TERMS, CONDITIONS & BENEFITS

## KEY DATES

**Closing date for applications:**  
Wednesday 22<sup>nd</sup> April at 7.00am

**Interview Date:**  
Wednesday 29<sup>th</sup> April 2026

Start Date: Required as soon as possible

## SALARY

Highly competitive salary, paid according to experience and qualifications.

## LOCATION

NLCS is a short walk from Canons Park or Stanmore stations.

Staff arriving at Edgware Station on the Northern Line can use our free Station Shuttle-bus service.

For further information please visit our Travelling to School page [HERE](#)

## ANNUAL LEAVE

A generous annual leave allowance of 33 days for full time staff (3 days to be taken at Christmas).

## PENSION

Staff are eligible to join the Support Staff Pension Scheme.

## MEALS

A free lunch is available for all staff during term time. Thomas Franks, our dedicated caterer, accommodates all dietary requirements.

## FLEXIBILITY

Where the job allows, full time staff can apply to work from home for up to 2 days per week. We also offer condensed working during the school holidays.

## EYE CARE SCHEME

We partner with Specsavers and all staff are eligible for a free two-yearly eye test. Should you require glasses following your test, specifically for the use of a VDU, you will receive a reduction on the cost of a pair of glasses.

## CYCLE TO WORK SCHEME

The School is a member of the Cycle to Work Scheme, which allows staff to make Tax and National Insurance savings when purchasing a bicycle.

## ELECTRIC VEHICLE SCHEME

We partner with Tusker to bring staff a tax efficient way to get behind the wheel of a brand new car that's not only good for your wallet but also the environment.

## HEALTH CARE SCHEME

Staff are eligible to be part of a discounted health insurance scheme.

## DISCRETIONARY LEAVE

To support your work life balance and well being, we offer generous paid Dependency, Religious Observation and Special Leave.

## FEE REMISSION

A staff member's daughter that meets the entrance criteria is eligible for 60% fee remission for the first daughter and 30% for the second. The remission is pro-rated for part time staff.

## CANONS SPORTS CENTRE

Canons Sports Centre is located in the beautifully landscaped grounds of NLCS. Staff have free access to the Sports Facilities at designated times. This includes the Fitness Studios, Swimming Pool and Multi-Purpose Sports Hall.

## PERFORMING ARTS CENTRE

Our Performing Arts Centre which has a 350-seat theatre holds up to 40 productions and concerts each year. Tickets are available to staff with the majority of performances being free or at a discounted price.

## SAFEGUARDING

NLCS is committed to safeguarding and promoting the welfare of young people and expects all members of all staff to share this commitment.

Applicants must declare any criminal convictions as the post is exempt under the Rehabilitation of Offenders Act 1974.

Appointments will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service and references from previous employers.

We are an Equal Opportunities employer.



