



Dunottar School



Working at Dunottar

EVENTS CREW

For September 2026



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 490 pupils across Years 7-13 (ages 11-18) and are part of United Learning's family of schools. We are also entering an exciting phase of growth, having recently been granted permission to expand our roll to 600 students. 2026 is an important milestone in our school's rich history as it marks our Centenary year. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close-knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children we teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers and staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Job Description

Job Title: Events Crew

Job Summary: The Events Crew operates across the Marketing, Admissions and Events Department, supporting the delivery of a wide range of school and community events throughout the year. Working primarily during evenings and weekends, the Events Crew helps ensure events are welcoming, safe, and professionally delivered, enhancing the experience of visitors, pupils, parents and members of the wider community

Reporting to: Events Manager

Working Hours: Casual hours by agreement throughout the year

Overview

Dunottar School has an exciting opportunity for enthusiastic, reliable and proactive individuals to join our Events Crew team.

This flexible, casual role is ideal for individuals seeking evening and weekend work. The Events Crew provides practical support for a wide range of school and community events, helping to ensure they run smoothly, safely and efficiently while delivering a positive experience for all attendees.

Events may include:

- Open Evenings and Open Mornings
- Taster Days and Assessment Events
- School productions and performances
- Concerts and showcases
- Run Reigate and other community partnerships and activities
- Alumni and networking events
- Sports and special events
- Centenary celebrations and other school-wide events



Key Responsibilities

- Support the Marketing, Admissions and Events Department in the set-up, operation and clear-down of school and community events.
- Prepare venues, including furniture layouts, signage, displays, registration areas and refreshments.
- Assist with parking management, guest arrivals and directing visitors to event venues as required.
- Assist with audience management and visitor flow during events.
- Ensure event spaces remain safe, tidy and well-presented.
- Distribute event materials, information and promotional literature.
- Provide practical support for performances, productions, admissions events and community activities.
- Assist with the movement and storage of equipment, furniture and materials.
- Act as a positive ambassador for Dunottar School at all times.
- Undertake any other reasonable duties necessary for the successful operation of events.

Professional Skills & Behaviours

- A team player who brings energy, enthusiasm and a positive attitude.
- Excellent customer service and interpersonal skills.
- Comfortable engaging with parents, pupils, visitors and members of the wider community.
- Reliable, punctual and professional.
- Able to work effectively in busy environments.
- Flexible and available to work regular evening and weekend shifts.
- Willing to undertake practical tasks, including event set-up and clear-down.
- Able to follow instructions while also using initiative when required.
- Committed to maintaining high standards of presentation, safety and customer experience.
- Able to represent the school professionally and positively at all times.

Preferred Experience

- Experience of supporting events or community activities would be advantageous but is not essential.
- Able to work effectively as part of a team in a busy environment.
- Basic IT skills.
- Awareness of health and safety, safeguarding and confidentiality requirements within a school setting.

This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmaster. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Part of United Learning

Dunottar School is one of 14 independent schools within United Learning, a leading group of over 100 schools dedicated to providing a life-changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** £16.32 per hour.
- **Pension:** Legal & General Pension Scheme, subject to eligibility.
- Tailored **Continuous Professional Development**.
- **Employee benefits:** A variety of benefits including access to an Employee Assistance Programme which provides independent, confidential advice 24 hours a day; money back towards the cost of essential healthcare; a range of discounts, including retail and entertainment discounts via Westfield Health.
- **Dining:** Free school lunch when working during term time and eligible shifts.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise a 25m indoor swimming pool, a large Sports Hall with a 4-lane cricket net system, three floodlit outdoor netball courts and a sports field. Rugby and football fixtures are played at South Park FC and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches (including a 4G pitch).



Contact Information

Dunottar School, High Trees Road, Reigate, Surrey, RH2 7EL

Tel. 01737 761945 / Email. HR@dunottarschool.com

www.dunottarschool.com