



Queen's College, London

Established 1848

Events and Lettings Officer

Reporting to the Office Manager and Bursar

The Role

The Events and Lettings Officer will work closely with the Assistant Head, Operations, Estates Manager, External Relations team, Finance and Office teams to deliver well-planned, high-quality events and lettings across Queen's College, London (QCL) and Queen's College Preparatory School (QCPS). These events range from open days, informal concerts and sports day, to the Annual Gathering or the annual school production. This is a co-ordinating role and will not require attendance at every event but ensuring all the relevant departments and staff members are aware of their role at each event and that planning has been completed.

Key Responsibilities

Event planning

- Planning and delivering a wide range of events throughout the year. The events team consists of members from the academic staff, Estates and Facilities, IT, Marketing and catering to ensure events are well planned, safe, and successfully executed.
- Working with the Assistant Head, Operations at QCL who manages the school calendar and ensures the events are scheduled accurately, you will then work with each event owner (e.g. Director of Music) to plan the logistics for the event.
- This will include co-ordinating arrangements for the following: venue, ticketing, internal and external communications, risk assessments, staffing, first aid, programmes, photography, catering, door cover and security planning.
- Maintain a file and checklist for each event to ensure all details are managed, and all those involved are aware of their role, responsibilities and timings.
- Ensure accurate management of room bookings, set-ups, capacities, layouts, and catering requirements to enable smooth and well-coordinated event operations.

- Assist with event administration, including managing booking processes, coordinating with suppliers, and maintaining accurate event documents 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.
- Support the AH, Operations in preparing for the weekly Operations meeting by providing a clear and comprehensive overview/ schedule of upcoming events.
- Ensure all events comply with health & safety, licensing, and safeguarding requirements in line with school policies.
- Ensure consistent event communications are issued to parents, visitors and external parties via the newsletter, emails, social media and signage.
- Ensure consistent and clear internal comms are issued to those involved in the event, but also wider staff where appropriate.
- Manage budgets for each event and work with Finance on annual events spend.
- Conduct a review after each main event to get feedback on what worked well or could be improved for next time.

Lettings

- Manage the relationship with the existing Lettings contracts which include holiday and evening lets.
- Ensure contractual terms are in place and are renewed annually, with dates confirmed that work for both parties.
- Ensure the scope of the let is clearly defined and understood by both parties, and all internal stakeholders.
- Ensure there is a clear calendar of dates and rooms that are being used, and the Estates team, school office and Finance are aware of these bookings,
- Respond to queries from those looking to rent space and assess whether we should proceed based on commercial and practical terms e.g. payment, space and dates.
- Ensure all companies we let to, and the activities they are running, comply with the aims and values of the College.
- Liaise with Finance over invoicing to ensure income is collected in a timely manner.
- Provide an annual report to the Estates Committee on Lettings opportunities and income.

Person Specification

The successful candidate is highly likely to have the following skills and experience:

- Proven track record of successfully planning, coordinating, and delivering multiple simultaneous events, ensuring each runs smoothly and meets quality standards.
- Experience working in schools would be desirable but otherwise experience of working in a busy environment involving multiple stakeholders and teams.
- Highly organised with a track record of being able to manage and embed processes across different teams and sites.
- Excellent communication skills with an understanding of adapting your approach to the various stakeholders.
- Solutions focused, with a calm and welcoming manner.
- Able to work independently and collaboratively as part of a team.
- Experienced in using Microsoft 365, Teams and Canva would be beneficial (training can be provided).
- Experience managing and monitoring any event-related expenditure/ budgets.
- Personal integrity, honesty, adaptable and enthusiastic with a can-do attitude
- Flexible and willing to work outside normal hours.

All staff are expected to:

- Be aware of and committed to the ethos and values of Queen's
- Take an active role in the development and implementation of school policies and in the whole life of the school
- Ensure that there are equal opportunities for all
- Adhere to school policies and procedures
- Be fully committed to safeguarding and promoting the welfare of children and young people

Terms and Conditions

- Permanent position
- Part time (three to four days per week), term time only plus two weeks
- Start date: September 2026
- The salary for this role is £40,000 FTE per annum, negotiable
- Normal working hours: 0830 to 1700, with some flexibility
- Free lunch in the Dining Hall during term time
- Defined contribution pension scheme (up to 10% employer contribution)
- Healthcare insurance (taxable benefit)
- Wellness Allowance
- Cycle to Work Scheme
- Employee Assistance Programme

Queen's College, London is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo the requisite pre-employment procedures, including checks with past employers and the Disclosure and Barring Service.

During the shortlisting process, Queen's College, London will consider carrying out an online search on shortlisted candidates as part of its due diligence.

This post is 'exempt' from the Rehabilitation of Offenders Act 1974; all shortlisted applicants will be required to declare:

- *All unspent conditional cautions or convictions under the Rehabilitation of Offenders Act 1974*
- *All spent adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020*

The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Further guidance on disclosure can be found [HERE](#).

Queen's College, London recognises the positive value of diversity, promotes equality and challenges discrimination. We welcome applications from people of all backgrounds.