

JOB DESCRIPTION



Post:	Events Support (Temporary – 12-month fixed term contract)
Reports to:	Dean of Bishop Challoner Training School
Salary:	Full-Time Equivalent Salary: £24,796 - £26,824 Pro Rata (Actual Salary Range: £21,775 - £23,556)
Hours:	36.5 Hours per week, Term Time only
Start Date:	September 2026

The Role

Bishop Challoner Training School Alliance (BCTSA) has been a leader of teacher development in the West Midlands for over 20 years. We deliver a busy programme of term time training events and workshops in our Challoner House venue, welcoming interns, trainee teachers, teachers, and leaders from across the West Midlands every week. As Events Support, you will be responsible for the organisation and smooth running of these events.

In this role you will work with our supportive and welcoming team, liaising with facilitators, caterers, and others to ensure events are well-organised. You will support pre-event communication with participants and be a presence during all training sessions to support both participants and facilitators. You will play a key role in managing the calendar of events.

You will work mainly in our Challoner House training venue, but we also run a smaller number of events on the school site and in other venues, such as in Birmingham City Centre, so occasionally you may be working in other locations.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the Principal to reflect or anticipate changes in the job commensurate within the grade and job title.

Key responsibilities

Coordination of all BCTSA and SCITT training events, to include:

Organisation of Challoner House venue:

- To be a key holder at Challoner House, being responsible to alarm the building and sometimes lock up at the end of the day
- To manage booking system for the Challoner House rooms
- To act as the named First Aider in Challoner House, and ensure certification is available and kept up to date
- Ensure all rooms at Challoner House are clean, tidy, stocked appropriately and set up ready for the next event or meeting, both before and after events.

- Ensure the Challoner House environment is safe for delegates and presenters, and alert the Premises team if health and safety remedial work is needed
- Ensure the hot drinks machine is cleaned, fully stocked and working ahead of each event

Lead communication to ensure the smooth running of all events:

- Produce a fortnightly overview of events on the calendar
- Use the @trainingschool email account for all communication with internal and externals as required

Organise all events for BCTSA and SCITT, including those taking place externally:

- Book external venues (including in school)
- Provide technical support (e.g. PPTs) on the day
- Take registers and record these as required
- Manage fire procedures
- Support the preparation of resources for Challoner House events
- Receive catering as it is delivered and check that special requests have been included; keep food chilled until required time, then put out for delegates
- Purchase any resources needed, including stationery
- Support delegates with accessibility requirements

Support facilitators and delegates:

- Contact presenters in advance to ensure all their requirements are ready
- Be the main point of contact for course presenter on the day, being present throughout training workshops
- Welcome presenters, delegates and other visitors to Challoner House in a professional manner, directing them to the appropriate room and helping them with any queries.

-Any other duties to support the work of the BCTSA events as needed

Wider responsibilities

- Support the school's Catholic values and ethos by implementing policies, practices, and procedures.
- A commitment to safeguarding and promoting the welfare of children and young people.
- Be aware of, understand and comply with policies and procedures related to safeguarding and child protection, equal opportunities, health and safety, confidentiality, code of conduct for staff and data protection.
- Help create a vibrant school community, characterised by consistent, orderly behaviour and caring, respectful relationships.
- Participate in training, the performance management process, meetings, and other learning/development activities as required.
- Help develop a school and department culture and ethos that is committed to achievement.
- To be active in issues of pupil welfare and support.
- Any other duties as commensurate within the pay scale to ensure the smooth running of the school.

Bishop Challoner Catholic College is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check with children's barred list check. All staff will be expected to follow the school's child protection policy, and code of conduct for staff.