



King's College

TAUNTON

Commercial Events & Lettings Manager

Closing Date: Friday 22 November 2024





Welcome

Thank you for your interest in the role of Commercial Events & Lettings Manager at King's College.

We are looking to appoint a Commercial Events & Lettings Manager from January 2025 to be the main point of contact for all external commercial events and lettings enquiries. This will involve managing a varied client database, financial management, event planning and preparation.

The successful candidate will also manage administrative and invoicing duties for our annual summer Cricket Festival, working very closely with the Cricket Festival Management Team. They will also arrange and manage the varied external calendar of events year-round, in both term time and out of term time.

In addition, the postholder will collaborate across many departments and disciplines to ensure quality customer care and overarching success across the schools.

We look forward to hearing from you and considering your application.

MICHAEL SLOAN
Headmaster



About the Schools

King's provides continuous day and boarding education for girls and boys aged two to 18 years. It comprises King's College Prep which has approximately 300 children from two to 13 and a senior school with approximately 400 pupils from 13 to 18.

The schools are situated on separate sites in the south west of England and combine traditional values with state-of-the-art facilities. Both schools are run by one governing body, with many functions (marketing, strategy and finance for example) undertaken jointly.

King's College has a rich and welcoming family and community ethos. About half of the pupils are full time boarders. For a relatively small school, it has an enviable record of success in all areas.

The school has regularly topped GCSE and A-level league tables for Somerset. A broad range of co-curricular activities is offered, and the school is renowned for its success in sport, music, performing arts, fine art, design technology and outdoor pursuits. In many of these activities our pupils have achieved success at national and even international levels.

Good discipline is encouraged in a firm and positive way within a supportive pastoral framework. King's College is strong on manners and social skills. Pupils go on to thrive at good universities and in their professional careers.

In short, King's is a purposeful, outward-looking, down-to-earth, highly successful school.



King's College

South Road, Taunton TA1 3LA

<p>Main School Building</p> <p>1 The Chapel</p> <p>2 The Quad</p> <p>3 Dining Hall</p> <p>4 Woodard Room</p> <p>5 Latin English</p> <p>Philosophy of Religious & Ethics</p> <p>Modern Foreign Languages - <i>upstairs</i></p> <p>6 Main School Corridor</p> <p>Headmaster's Office</p> <p>PA to the Headmaster's Office</p> <p>Examination Office</p> <p>Admissions Office</p> <p>Careers Office</p> <p>Maths</p> <p>7 Philip Richards Building</p> <p>Library - <i>upstairs</i></p> <p>IT Helpdesk</p> <p>Visitor toilets</p> <p>8 Headmaster's House</p> <p>9 Silvermead Studio and Arts House</p> <p>10 Briar Lee Tennis Courts</p> <p>11 Sixth Form Centre</p> <p>Head of Sixth Form Office</p> <p>Development Office</p> <p>12 School Uniform Shop</p> <p>13 Cookery School</p>	<p>14 Laundry</p> <p>15 Shooting Range</p> <p>16 CCF and Outdoor Pursuits</p> <p>Stores</p> <p>Chindits</p> <p>Army/Navy/Marines</p> <p>17 Finance Office</p> <p>18 Design Technology Centre</p> <p>19 Squash Courts</p> <p>20 First Team Cricket Pavillion</p> <p>21 First Team Cricket Pitch</p> <p>22 Buttler's Ramp</p> <p>23 Tennis and Netball Dome</p> <p>24 Tennis and Netball Courts</p> <p>25 Sports pitches (rugby/cricket/athletics/football)</p> <p>26 All-weather Hockey Pitch</p> <p>27 Cricket Pavillion</p> <p>28 Athletics Cabin</p> <p>29 Sports Performance & Cricket Centre</p> <p>30 Swimming Pool</p> <p>31 Changing Cabins</p> <p>32 Sports Hall</p> <p>Climbing Wall</p> <p>Gym</p> <p>PE Classrooms</p>	<p>33 Science Centre</p> <p>Biology</p> <p>Chemistry</p> <p>Physics</p> <p>History</p> <p>34 Geography Centre</p> <p>35 The Amphitheatre</p> <p>36 The Theatre</p> <p>Black Box</p> <p>Auditorium</p> <p>37 Music School</p> <p>The Octagon</p> <p>Music Technology</p> <p>Practice Rooms</p> <p>38 Medical Centre</p> <hr/> <p>A Bishop Fox House <i>Boys</i></p> <p>B Carpenter House <i>Girls</i></p> <p>C Meynell House <i>Girls</i></p> <p>D King Alfred House <i>Boys</i></p> <p>E Taylor House <i>Girls</i></p> <p>F Woodard House <i>Boys</i></p> <p>G Tuckwell House <i>Boys</i></p>
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A Rural County of Rolling Hills

Taunton is surrounded by natural beauty, with the Blackdown, Mendip and Quantock Hills on the doorstep, plus Exmoor National Park, the Somerset Levels and Dartmoor a short drive away.

Somerset is renowned for its cheddar cheese and cider. A wealth of apple orchards once made Somerset the cider capital of the UK, whilst the Cheddar Gorge caves are still used to mature cheese today.

Taunton is the county town of Somerset, in the South West of England. It is a busy market town located off junction 25 on the M5.

A growing commercial and residential centre, Taunton has a splendid small theatre, the County Cricket Ground, a successful rugby

club, a delightful museum, the usual shopping outlets and restaurants, and a regular farmers' market.

If you love the great outdoors, you can be on the beach in 40 minutes and the Quantocks are just 15 minutes away. For those who prefer city lights, the fast West Country train service reaches Paddington in under two hours. By car, Exeter is 25 minutes south, Bristol 35 minutes north and you can reach Bath in about an hour.



The Role

Post	Commercial Events & Lettings Manager
Responsible to	Director of Finance and Operations
Salary	£27,000 to £32,000 per annum, depending on experience.
Hours of work	40 hours per week, Monday to Friday 25 days' annual leave plus bank holidays

Any hours/days worked over and above contracted hours will be taken as time off in lieu (agreed in advance and at the discretion of the Director of Finance and Operations and taken with a month of the event).

Job Function

To manage lettings, events and sponsorships with external partners.

Key responsibilities

- Manage and maximise additional sources of revenue by acting as the point of contact for all events and lettings enquiries, arranging the letting of facilities for King's College and King's College Prep School, managing a client database, event planning, preparation and being the main point of contact for all events. This includes conferences, weddings, and academic lettings such as TEFL courses
- Provide administrative support for the annual Cricket Festival, working alongside the Cricket Festival Manager as necessary and providing staffing cover on occasions
- Support leads on residential, holiday, and sports/music/drama camps at both schools (including at the Equestrian Centre)
- Source, negotiate and manage sponsorship opportunities to create income sponsorship for King's and develop relationships with partners with the view of raising the profile of both schools. Liaise with internal and external stakeholders and work to meet all sponsorship responsibilities
- Manage the external events and bookings calendar on SOCS ensuring a direct reflection of the events and sessions booked. All bookings of varied levels of involvement must be communicated to operational teams
- Ensuring appropriate billing and follow up, working closely with the Finance Office.

Person Specification

	Essential Criteria	Desirable Criteria
Experience & qualifications	<p>5 GCSEs or equivalent – including English and Maths</p> <p>Administrative experience</p> <p>Experience in proactive sales within a customer focused environment</p> <p>Ability to create and implement development plans for increasing lettings income and improve user experience</p> <p>Experience with invoicing processes, readying accounts for audit and VAT compliance (training will be provided)</p>	<p>Hold a full current driving licence and have access to a vehicle, for business travel purposes</p> <p>Previous experience within an educational environment</p> <p>Experience managing external sponsorships and contract negotiation</p> <p>Health & Safety awareness and qualifications/licenses desirable</p> <p>Understanding of marketing in digital and print material desirable with a focus on social media marketing plans and distribution</p> <p>Previous experience of event planning and lettings</p>
Knowledge & skills	<p>Excellent verbal and written communication skills</p> <p>Excellent telephone manner</p> <p>A high level of attention to detail</p> <p>To be self-motivated, be able to manage own time, prioritise tasks and show initiative</p> <p>Ability to work calmly under pressure and multi-task</p> <p>IT literate</p> <p>Ability to collaborate to a high standard across multiple departments and different disciplines</p>	<p>Ability to write risk assessments</p> <p>Comfortable using CRM systems</p>
Personal attributes	<p>Excellent interpersonal skills and the ability to communicate effectively with clients, Staff and external contractors</p> <p>Well-presented with a professional attitude</p> <p>Flexibility at busy times</p> <p>Confident and personable with a positive 'can-do' attitude</p>	

The qualities and experience outlined in the person specification will be assessed by the following methods:

- Sight of original qualifications
- King's College application form
- Interview
- References from current employer and other, chosen, professionals

King's College is committed to safeguarding and promoting the safe welfare of children and young people, and expect all staff to share this commitment. This post is subject to an enhanced DBS check.

Appointment Process



Candidates are expected to have read the enclosed appointment policy and agreed to the terms within.

There are discounts at both King's College Prep and King's College for staff children.

Please apply by completing the appropriate King's College application form (we are unable to accept CVs without our application form).

Please write a brief letter of application, addressed to the HR Manager and send by email or post to;

Mr Craig Sweet
c/o HR Department
King's College, Taunton, Somerset TA1 3LA

CSweet@kings-taunton.co.uk
01823 328105

The closing date for applications is Friday 22 November 2024.





King's College

TAUNTON

South Road, Taunton, Somerset TA1 3LA
01823 328200 | reception@kings-taunton.co.uk

www.kings-taunton.co.uk