



Events and Scheduling Officer





Contents

1. Introduction
2. Our Mission and Values
3. Working for Eltham College
4. The Role and Person Specification
5. Terms of Appointment and How to Apply

*A reputation to rival any
of its competitors*

Good Schools Guide





Introduction

Eltham College

The Eltham College family of Schools comprises Eltham College Senior School, Eltham College Junior School and, since September 2023, Blackheath Prep School.

Founded in 1842, Eltham College is a thriving, co-educational day school located in south-east London. Originally a boys' school that first accepted girls into its Sixth Form in the late 1970s, Eltham College is now fully co-educational and has nearly 1,100 students in total, including 240 pupils in the on-site Junior School. Eltham College occupies a green 70-acre site in the London Borough of Bromley and was named London Independent School of the Year 2024 by The Sunday Times.

Whilst holding strongly to its ethos of providing a balanced education for its students, the School places a deliberate emphasis on academic success and the School is now regularly found amongst the leading academic schools in the country in terms of results and value added, matching the performance of its main competitors such as Dulwich College, Alleyn's, Trinity School and Sevenoaks School. It also boasts many county and national players in a range of sports, as well as exceptionally talented musicians, actors, authors, scientists, economists, and artists.

Eltham College has a distinctive character, born out of its Christian heritage. It upholds its founding Christian principles, whilst welcoming students of all faiths and none. The School has its own chapel and all students and staff from Year 6 upwards are expected to attend a weekly service led by the Chaplain, a member of the senior staff, or by students. Alongside its emphasis on academic achievement, the School continues to focus on care for each and every pupil. Strong pastoral care, an energetic House system that promotes collegiality, and a relaxed and unpretentious atmosphere make Eltham College a happy and vibrant place for students and staff alike. Students also benefit from an impressively wide range of opportunities outside the classroom through an ambitious co-curricular programme across sport, music, drama and art, and community outreach and enrichment.

Eltham College enjoys superb facilities. In 2019, the Turberville Centre for Mathematics, Languages and Music departments was opened, along with a new Sixth Form Centre and a dedicated medical and wellbeing facility. Extensive and well-maintained sports facilities extend across the 70-acre site, including Astro and hard-court venues, and a large indoor sports centre and swimming pool. There is a drama theatre and a modern art gallery. The Science and Technology Centre has recently been extended, adding four new state-of-the-art laboratories and a science prep room.

The 2022 ISI Regulatory Compliance & Educational Quality Inspection rated Eltham as 'Excellent' in all areas and the full Report can be read [here](#).







Eltham College Junior School

Eltham College Junior School shares the Senior School's 70-acre site, with an entrance just three minutes' walk along the path from the College itself. It has a second entrance from Mottingham Lane. Fully co-educational, the Junior School is home currently to some 240 girls and boys from Year 3 to Year 6. Whilst very much part of the Eltham College community, the school has its own Head and its own identity.

Eltham College is an all-through school and Junior School students are not required to sit a separate entrance exam for the Senior School. Academic standards and co-curricular provision are exceptional, and great emphasis is placed on pastoral care. Students at the Junior School benefit from use of many Senior School facilities, including the dining hall and the extensive indoor and outdoor sports facilities.

'Tip top facilities, positive relationships, inspiring teachers and exciting extracurricular opportunities. The easy transfer to the college is surely the icing on the cake.' **Good Schools Guide 2024**



Blackheath Prep

In April 2023, Eltham College was delighted to announce a merger with Blackheath Prep to form a family of schools. Blackheath Prep is an independent prep school for just over 370 boys and girls aged 3 to 11. Founded in 1996, it occupies a beautiful five-acre site close to Blackheath village. Its original Georgian and Victorian buildings have been extended and adapted to include large playgrounds and extensive playing fields, tennis courts, cricket nets and a Forest School area.

With outstanding facilities, a formidable track record in academic success and impressive achievements in Music, Sport, Drama and Art, Blackheath Prep's vision is to offer an education without boundaries: to give every child the freedom to shine and achieve their full potential, to uphold academic excellence, sparking curiosity and a joyful love of learning, and to nurture kindness and wellbeing, creating a strong sense of community. Children go on to a range of independent and maintained secondary schools and, as part of the Eltham College family, benefit from a priority application process to Eltham College Senior School. A large proportion (at least 50% of the cohort over the last five years) are awarded academic scholarships at prestigious local independent schools or places at top grammar schools. A large number are also awarded scholarships in Art, Drama, Music and Sport.





Our Mission and Values

Eltham College's mission is to provide an outstanding and well-rounded education for girls and boys, built on Christian principles, as a thriving and leading institution among London day schools. This mission is supported by seven interdependent aims which shape the overall culture and direction of the school:





Working for Eltham College

The Senior Team

The Family of Schools is led by Guy Sanderson, CEO of the Eltham College Family of Schools and Headmaster of Eltham College Senior School.

The senior Executive team is chaired by Guy Sanderson and also includes the following members: James Martin (Senior Deputy Head, Eltham College Senior School), Vikki Lloyd (Head, Blackheath Prep), the Head, Eltham College Junior School (Rachel Thompson), Robin Wilkinson (Bursar) and Caroline Ward Vine (Director of Marketing and Communications).

Staff and Professional Development

The three schools employ around 240 members of teaching staff (including teaching support roles) and approximately 110 support staff. All are highly committed to helping students achieve their full potential and form a lively Common Room with a good balance of age and experience.

Professional Development

There is a strong professional development programme which is encouraged and generously financed for teaching and non-teaching staff. This includes external courses, an internal CPD programme of lunchtime and twilight sessions, speakers being brought in to deliver in-school sessions and learning from peers and colleagues. The Headmaster is personally committed to staff development and spearheads the Devolved Leadership Programme, which is open to all academic and support staff. This enables ambitious and talented staff who are seeking either senior leadership experience or career development to undertake a whole-school project, with mentoring from a current senior leader.

Pay and Benefits

Eltham College offers very competitive salaries and a good range of non-pay benefits.

All staff are automatically enrolled in a defined-contribution pension scheme (subject to the terms of the scheme). All staff under the age of 70 are entitled to death in service benefit at three times their annual salary.

Lunch is provided free of charge during term time for all staff, in addition to free refreshments available in the Common Room.

All staff also have free membership of the Eric Liddell Sports Centre, giving family access to the swimming pool, fitness room and other facilities at designated times.

There are also electric vehicle and cycle to work schemes, interest free season ticket loans, free eye tests and flu vaccinations. An Employee Assistance Programme is also available for all staff, offering free, confidential, support on a range matters such as financial and legal support and counselling for home-life issues.

Children of staff can be educated at the School if they meet the entrance standards and, at the discretion of the Headmaster, may receive a tuition fee reduction for both Junior and Senior Schools.



Our Benefits



Competitive Salary



Eyecare Vouchers



Interest Free Loan for Public Transport Season Tickets



Interest Free Loan for Rent Deposits



Electric Vehicle Salary Sacrifice Scheme

A tax efficient mechanism for leasing an electric vehicle including installation of a charger cable if applicable.



Cycle to Work Salary Sacrifice Scheme

A tax efficient means of funding purchase of a cycle with value up to £2000.



Sport and Fitness

Free membership of the Eric Liddell Sports Centre.



Free Flu Vaccinations

Provided annually, on site.



Access to Employee Assistance Programme

Confidential independent advice and support on a range of financial and legal matters, and counselling support.



Virtual GP Access

Delivered through HealthHero, virtual GP service available 24 hours a day, 365 days a year.



Free Lunch and Refreshments

Free meals at lunchtime and free refreshments available in the Common Room for all staff during term time.



Death in Service Payments

All staff under the age of 70 are eligible to receive this at three times their annual salary.



Fee remission

Employees with children who are eligible to attend the school, who have satisfied the entry criteria as set out in the School's admissions procedure and are awarded a place, may receive remission on school fees.



Annual Leave Entitlement for Support Staff

Holiday pay, offered at a minimum of 25 days plus bank holidays for full time new joiners (pro-rated for part time staff), increasing with longer service.



Excellent Transport Links

Rail services to central London and Gravesend/Dartford from Mottingham station (10 minutes' walk) and to central London and Sevenoaks/Bromley/Orpington from Grove Park station (25 minutes' walk). The area is served by a number of bus routes. Limited free parking is available on site. Free parking also available locally.



The Role and Person Specification

Job Description

Job Title:	Events and Scheduling Officer
Hours of Work:	37.5 hours per week, all year (possibility of reduced weeks outside term time TBC). Some evening and weekend work
Reports to:	Director of Marketing
Location:	Based primarily in Eltham College, but working a minimum of one day per week at Blackheath Prep.

Principal Role

Department role: The Marketing and Communications team exists to support the vision, aims and strategic objectives of the Eltham College Family of Schools (currently comprising Eltham College, Eltham College Junior School, and Blackheath Prep) and ensure that ours are the schools of first choice in southeast London/north Kent. Our core objective is to build the schools' reputation and profile, raising awareness and interest to drive pupil recruitment and income, communicating clear, authentic and motivating brand identity and benefits to our defined target audience. We aim to foster high levels of engagement with all stakeholders, including current and prospective parents, students, staff, our local community, and education influencers by implementing an effective, targeted, two-way communications strategy.

Our mission is to deliver inspiring visuals, content and communications of exemplary quality that people talk about: our activity is designed to attract, delight and engage our audiences. We aim to be 'of-the-moment' and engaging, our activity highly relevant and forward-thinking, charismatic and characterful, warm and responsive, reaching and speaking to our audience in the right places, at the right time and in the right voice.

Postholder role:

To provide the administrative and co-ordination 'glue' which draws together the key specialisms of our busy department, ensuring timely, cost-effective, cohesive delivery of all activity.

To manage the planning and execution of marketing events, briefing and co-ordination all involved parties to ensure the delivery of outstanding customer experiences, in line with our brand, recruitment and strategic aims.

Main Duties

Events

- To lead on the planning and delivery of all marketing and communications events for the schools within the Eltham College Family.
- To work with the Director of Marketing and Communications, marketing team and relevant key parties in Admissions, academic and support teams, balancing their requirements and customer needs to deliver excellent events, which run in line with the brief and budget. This will include:
 - Working with the Director of Marketing and Communications / Marketing team to agree briefs
 - developing project plans and overseeing their implementation, including briefing and working closely with all relevant parties, such as catering and facilities.



- To manage the processes which underpin events, including administration of ticket allocation / sales, booking-in systems, core elements of customer experience (eg tours, presentations).
- Sourcing / briefing requirements for all necessary materials and collateral
- Booking / liaising with support functions and developing detailed operational plans to ensure the smooth running of events for which the Marketing team is responsible; this to include Open Days and Evenings, Visitor Mornings, Speech Day and Prize Giving and others.
- Contributing and helping lead the development of further events to deliver to our marketing, recruitment and engagement objectives.
- To manage events budgets, keeping meticulous records of all activity to ensure continuous improvement and value for money.
- To seek opportunities for partnerships, community events and marketing promotions with the local community, commercial and independent education sector, on behalf of all members of the Family of Schools.
- To support the Director of Marketing and Communications in reviewing and optimising stakeholder events across the Family of Schools, seeking and inputting stakeholder views and perspectives.

Scheduling

- To work closely with the Director of Marketing and Communications to develop and monitor delivery to concrete, step by step project implementation plans to ensure the timely delivery of our strategic and marketing vision.
- To manage the marketing forward planning, project management and scheduling process across the Family of Schools, co-ordinating the use of resources to ensure specialist elements are drawn together and scheduled appropriately to deliver consistent service across all areas. This to include, for example:
 - Scheduling advertisement production in line with media deadlines
 - Planning and co-ordinating the updating of collateral
 - Project planning and scheduling marketing activity in line with the school calendar.
- To develop and manage a cross-group scheduling system to ensure effective and efficient marketing delivery.
- To monitor and oversee delivery to all production deadlines, including:
 - Monitoring all advertisement and promotional bookings, digital and print
 - Ensuring delivery of artwork, editorial copy etc to time
 - Ensuring all key elements for tracking purposes are properly recorded, eg QR codes
 - Supporting the Director of Marketing and Communications in leading all marketing team planning meetings.
 - Assisting in the effective planning of major creative opportunities, helping to co-ordinate pupil schedules as needed for video and external photo opportunities.
- To manage and monitor location cover across the team, ensuring communications, photography, video and social media support is available in all schools, on all sites, as required.

Communications support

- To manage central Marketing and Communications inboxes, responding to parental enquiries and / or allocating responsibilities as appropriate.
- To support the Director of Marketing and Communications as needed in the collation of, and research into, items for inclusion in key publications and reports as required, eg newsletters and group reviews, school magazine.
- To schedule and send marketing parent communications such as newsletters, reviews, The Elthamian and others, and manage recipient lists.
- To deputise as needed, particularly in taking photographs and video for social media, and making basic updates and changes to website and marketing materials.
- To manage adherence to parental photographic permissions across all schools, ensuring all records are up to date and that systems are properly in place and followed.

**Key attributes, skills and experience**

- Proven organisational and administrative skills in a fast-paced environment.
- Demonstrable ability to juggle, prioritise and think quickly to balance multiple needs and projects in an environment where change is a constant.
- Proven experience of planning and running events, both large and small.
- Exceptional people skills, balancing dogged determination to deliver with the ability to persuade and bring colleagues and customers along with you.
- Exceptional eye for detail.
- Strong knowledge, skills and interest in IT and systems, with a passion for improving efficiency and effectiveness.
- Practical and pragmatic, you are happy to roll up your sleeves and make things happen.
- Positive, can-do attitude which inspires and motivates those around you.
- Genuine team player, who delights in drawing people together and believes the sum of the whole is greater than its parts.
- Excellent and clear communication skills.
- Basic working knowledge of WordPress or other website content management system and / or Adobe creative software would be an advantage, but not essential: training will be given as needed.



Terms of Appointment and How to Apply

Safeguarding

Eltham College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Safeguarding Policy and Privacy Notice (available on the school website) and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Further details are given on the application form.

Equal Opportunities

Eltham College is an equal opportunities employer and welcomes applications from all sections of the community. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience).

The Application Process

Candidates should read the job description for the role, and complete the application form via the TES website [Eltham College - Tes Jobs](#)

Short-listed candidates will be invited to attend a screening interview then a face-to-face interview week commencing 03 August 2026 during which a range of skills, knowledge and experience will be tested.

Safer recruitment checks will be made at all stages in the recruitment process.

Contact Information

For more information about the application process please contact a member of our HR Team by telephoning 020 8857 1455 or contacting them via email hr@eltham-college.org.uk

Further details about the School can be found by visiting our websites: www.eltham-college.org.uk & www.blackheathprep.co.uk

THE SUNDAY TIMES
SCHOOLS GUIDE
2024
INDEPENDENT SECONDARY
SCHOOL OF THE YEAR
LONDON

Gloria Filiorum Patres



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