



## Heathcote Preparatory School and Nursery

### **Brief for the position of**

Events Manager/Office assistant, Heathcote School, Eves Corner, Danbury, Chelmsford, Essex

Spring Term 2026

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## Letter from the Headteacher

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Dear Candidate,

Thank you for your interest in Heathcote. I am delighted that you are considering our school and I hope that once you have discovered more about us, you will wish to apply for this position.

Heathcote is a non-selective independent co-educational day school for children aged 2-11, located in the village of Danbury, just outside Chelmsford. The school was founded in 1935 by the Heath family. In 2018 the School was sold to the Heather Partnership.

Heathcote is an exceptionally warm and friendly place to learn where excellence is at the heart of all we do. Working as a team we foster a love of lifelong learning whilst at the same time encouraging all our community to be curious, appreciative and respectful towards the world around them. As a small, friendly and happy school we are proud of the warmth, progressive approach and individualised learning every pupil receives. Each day every member of our staff seeks to make a difference to the lives of our children. Our mission is to ensure that every pupil recognises their own self-worth and through their school journey they build character, confidence and compassion as well as a solid academic foundation. Determination, resilience and endurance are fundamental to our ethos.

As a member of the Independent Schools Association (ISA) we take pride in the excellent standards our pupils achieve. We encourage pupils to make the most of their talents, building confidence through academic achievement and offering a wide range of extra-curricular opportunities. We endeavour to discover our children's hidden strengths, pinpoint their passions and support their journeys to success whether that is for 11+, Scholarships or to tie their shoe laces!

Heathcote pupils enjoy success in so many ways. In sports they excel: triathlon, cross country, athletics, football, netball and cricket are just a few of the areas they compete in at regional and national levels. Music and drama are also especially strong at the school with children taking peripatetic music lessons, annual whole school productions or the Prep school choir participating in the 'Young Voices' spectacular event at the O2. Our specialist Art teacher ensures our children's creative talents are nurtured with many children entering competitions and exhibitions.

In the last few years at Heathcote, we have made some significant improvements to our environment, such as our new purpose-built playground surface, redesigning the Pre-Prep play and outside classroom area, touchscreens and laptops in all classrooms, two modern libraries as well as the refurbishment of the Nursery. We have recently invested in a Maths scheme across the whole school and a new phonics programme (Read Write Inc.) in our Pre-Prep school. The school is thriving on all levels and we are entering an exciting period in our history. We have recently just achieved 'Excellent' in all areas of our latest ISI inspection.

I do hope that you will consider applying for this post – I recognise that a great deal of thought and time goes into preparing such an application and I assure you that I will, in turn, give your application serious consideration.

Yours faithfully,

**Samantha Scott - Headteacher**

## The Position

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We are looking to appoint an Events Manager /Office Assistant to start in March 2026 (earlier if possible). This is a permanent part time (3 days per week) position of 35 weeks as year (term time) 8.15am to 4.00pm The successful candidate will report to the Bursar and work closely with the Headteacher and Directors. Experience of school administration, customer service and/or events organisation and marketing would be beneficial. The role is varied and therefore flexibility and a can do attitude is essential – as is a sense of humour. Please see the enclosed Person Spec and Job description for more information.

## Application Procedure

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Please apply by submitting a fully completed application form and a CV together with a letter of application by the closing date of **midday on Monday 19<sup>th</sup> January 2026**. Visits to the school are welcomed. Please contact the school office if you would like to arrange a visit. **Interviews will take place commencing 21st January 2026**

# Job Specification

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## **Events Manager/Office Assistant** **Reporting to: Bursar**

This is a varied role with many responsibilities. Being based in the school office you will be the first port of call for Parents, children and staff. You will need to be of smart appearance, welcoming and approachable and able to prioritise work load.

All colleagues are expected:

- To participate in the school's pastoral system
- To carry out a share of supervisory duties in accordance with published schedules
- To participate in appropriate meetings with colleagues and parents
- To safeguard the health and safety of pupils when they are authorised to be on school premises and when they are engaged in school activities elsewhere
- To carry out any reasonable directions given to them by the Head teacher/Bursar

### **General Duties**

To assist with all aspects of general office duties:

- Draft, type and collate correspondence, reports and other documents as required
- Excellent knowledge of all Microsoft applications, mail merge and social media platforms
- Filing, photocopying and distribution of documents as required
- Deal diplomatically with telephone enquiries and visitors to the school
- Effective management and co-ordination of the School diaries
- Check registers
- Assist parents and children with any queries/concerns/injuries

### **Specific Duties**

- To take on the role of Events Manager
- Organising transport and checking information for trips
- Ensuring Risk Assessments are completed and School policies are adhered to.
- Organising in-house events including Sports Day, Parents evenings, staff events
- Being present at events which will need flexibility on working days
- Maintain efficient office systems including manual and computerised information retrieval systems

- Use our ParentMail MIS, emailing parents, sending forms and setting up Parents' evening appointments
- Produce the termly celebration newsletter

This list is not exhaustive and other tasks may be required by the Headmistress /Bursar

### **Professional Standards & Development**

1. To be a role model to pupils, through personal presentation and professional conduct.
2. To be familiar with the school and department handbooks and support all the school's policies, e.g. those on Health and Safety.
3. To establish effective working relationships with professional colleagues and associate staff.
4. To attend Staff Meetings, Line Management meetings and participate in INSET.
5. To participate in Parent-Teacher Consultations and Open mornings and evenings.
6. To liaise effectively with parents and with other agencies with responsibility for pupils' education and welfare.
7. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work.
8. To be aware of the role of the Friends of Heathcote School Association and to support its activities.
9. To be aware of the role of the Governing Body of the School and to support it in performing its duties.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It 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.*

# Person Specification

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## Events Manager/Office Assistant

Heathcote is a small, exceptionally warm and friendly school where excellence is at the heart of all we do. We require a colleague who is professional and passionate about the role.

	Essential	Desirable
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>GCSE English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>Experience in a School admin role,</li> <li>customer services and/or marketing position</li> <li>Experience in Event Management</li> </ul>
<b>Skills</b>	<p>Be able to:</p> <ul style="list-style-type: none"> <li>Promote the school's aims and ethos positively,</li> <li>Develop good personal relationships within a team in particular the ability to establish and develop close relationships with parents;</li> <li>Have the ability to work with high levels of tact, confidentiality and discretion</li> <li>Liaise with external agencies and the LEA where required;</li> <li>Communicate effectively (both orally and in writing) to a variety of audiences;</li> <li>Be able to multi-task</li> <li>Be able to prioritise tasks</li> </ul>	<p>In addition, you might also have experience of:</p> <ul style="list-style-type: none"> <li>A good working knowledge of Microsoft applications</li> <li>Knowledge of school systems – PASS/ParentMail/HubMis or similar</li> <li>Can confidently use publishing/editing software</li> <li>Knowledge of Social Media platforms</li> <li>Diary Management</li> </ul>

<b>Personal characteristics</b>	<ul style="list-style-type: none"> <li>• Approachable</li> <li>• Committed and reliable</li> <li>• Efficient and effective</li> <li>• Have a 'can do' attitude</li> <li>• Good sense of humour</li> <li>• Organised</li> <li>• Level headed and can thrive under pressure</li> <li>• Be able to think on your feet</li> <li>• A team player, whilst able to take responsibility for your own tasks</li> <li>• Being accountable</li> <li>• Flexible – able to change work hours to cover events</li> </ul>	<ul style="list-style-type: none"> <li>• Resourceful</li> <li>• Creative</li> </ul>
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*Heathcote Preparatory School and Nursery is committed to safeguarding and promoting the welfare of children and the successful candidate will be required to undertake an enhanced DBS check.*