



JOB DESCRIPTION

Support

Events & Lettings Coordinator

The Edinburgh Academy Senior School
42 Henderson Row
Edinburgh
EH3 5BL

Enquiries should be directed to Human Resources at:

humanresources@edinburghacademy.org.uk

0131 624 4920

Closing Date: Monday 27 September 2021 (17:00)

Introduction

The Edinburgh Academy is an academically selective, independent, co-educational day school for pupils aged 2–18, with a reputation for being caring and friendly. It aims to provide co-educational excellence with a first class all round education to those of intellectual promise and academic potential, regardless of background, race or creed. The Edinburgh Academy aims to be forward looking and progressive but also greatly values its long held traditions.

Though the school is not academically exclusive, the ability range of pupils is well above the national average. Great emphasis is placed on the pursuit of co-curricular interests alongside academic studies for all our pupils. The School has a strong reputation for individual attention and excellence in its pastoral care and co-curricular provision.

The School consists of a Senior School containing approximately 650 pupils and Junior School containing approximately 400 pupils, and we have a Nursery department of around 92 pupils. The School is a member of HMC. The Edinburgh Academy moved to full co-education across the whole School in 2008.

About the School

The School was founded in 1824 and has been regarded as a leading educational establishment within the City of Edinburgh and across Scotland ever since. Original Directors included the leading literary names of their age such as Sir Walter Scott. Robert Louis Stevenson and James Clerk Maxwell were also pupils at the School.

The Junior and Senior Schools are on separate sites, both of which have spacious grounds and sports facilities including extensive playing fields, an all-weather sports area, and a large Sports Hall and Centre.

The Senior School occupies a site in Henderson Row, less than a mile from Princes Street and at the northern limits of the Georgian 'New Town', of which it was designed to be a part. The buildings include the iconic Main Hall and the James Clerk

Maxwell Science Centre, which was completed in November 2006.

The 'Prep School' took occupancy of the current Junior School site on Arboretum Road in 1960 with the pre-prep moving in 1987 followed by the Nursery in 2008.

The Edinburgh Academy is a highly regarded school within the local community, across Edinburgh and beyond. Staff and pupils take great pride in this reputation and the commitment from all is evident in the continuing success and progress of the school.

The Edinburgh Academy is committed to sharing its facilities with the local community and has established a series of projects that puts the use of its estates and premises to the public good.

The Senior School

Classes and Assembly

7ths (S6) and 6ths (S5) classes are organised by tutor groups studying either Highers, Advanced Highers or GCE A-level. Across the Senior School no teaching group consists of more than 24 pupils and many are substantially smaller. A School Assembly is held at 8.45am each morning and is attended by all pupils. School services for the whole school are held on several occasions during the session.

Exam Results

The Edinburgh Academy uses both English and Scottish examination boards. Nearly all subjects now present SQA National 5 and Advanced Higher examinations. Yearly academic results can be seen on the School website.

Games and Activities

At the Edinburgh Academy, sport offers opportunities at all levels. The PE curriculum is varied, encompassing a wide variety of team games and individual sports. The School runs teams in a large number of sports and encourages pupils to represent the School at one or more sports at any age group.

In Music, there are about 20 performing groups including orchestras, choirs, wind bands, a big band and several chamber groups.

In Drama there are usually three or four main productions each year. There is a fully active LAMDA qualification schedule in acting, reading for performance, mime, public speaking and Musical Theatre in place.

The Nursery & Junior School

Classes and Assembly

Our Nursery has five classes. In the Junior School approximate class size is 22. We have three classes in each year group.

An assembly is held at 8.45am most mornings, and is attended by the whole school twice weekly.

Curriculum and Results

The Edinburgh Academy Junior School

follows the principles of A Curriculum for Excellence: it is our aim that children will be confident individuals, successful contributors, effective learners and responsible citizens.

Games, Music and Activities

We place great store on the all-round education of children and our very wide and varied co-curricular programme is crucial in this regard.

At the Academy, sport offers opportunities at all levels.

Music is also a great strength in the Academy with all children being encouraged to perform to the best of their abilities.

A full list of co-curricular clubs is available on request but it aims to meet the interests of a wide range of children.

Further details about the School and its resources are given on the School website. www.edinburghacademy.org.uk.

Job Description & Person Specification

Job Title	Events and lettings Coordinator
Location	42 Henderson Row, Edinburgh EH3 5BL
Reporting to	The Commercial Manager
Salary	£22,000 per annum, + performance related bonus and benefits
Hours	37.5 hours per week. Five over seven days, evening and weekend work to be expected. Actual shifts scheduled in advance to accommodate events taking place
Duration	Permanent
Availability	ASAP
Closing Date	Monday 27 September 2021 at 5pm

Post Description

AccessEA – The Edinburgh Academy Trading Company Ltd.

Edinburgh Academy is a unique venue available to hire within Edinburgh's new town area. Our strategy is to build a bridge between the Academy family and the wider community and we require an energetic lettings and events coordinator to join our team to help support this period of growth.

The EA Trading Company Ltd. currently has three divisions, one overseeing all lets and utilisation of facilities within our Arboretum Road Sports Hub, the second dealing with all external education needs and the third dealing with all commercial activities associated with letting the facilities and management of events, in addition to selling our advertising spaces

The Edinburgh Academy presents a varied programme of commercial activity when school is not in session, particularly during the summer months when it is the chosen location for summer activity camps, International language schools, and increasingly popular as a wedding venue and unique location for film, photography and corporate events alike.

As an Events Coordinator you will be tasked with taking all the best things about the Academy - the historic spaces, fantastic facilities, wonderful grounds and knowledgeable people - and make them work for our community.

You will hold responsibility for effectively managing and facilitating all event types, from Weddings, Socials, conferences and dinners, managing the process from enquiry through to delivery in accordance with the client's requirements, ensuring we offer the highest standard of customer care at all times, while exceeding financial goals and customer expectations.

Duties & Responsibilities

- Efficiently handle enquiries made by phone, email or in person. Respond quickly to enquiries received from web brokers and agents.
- Listen to clients' requirements and be able to create bespoke events tailored to their needs.
- Host client site visits and menu tastings to successfully cover wedding and event enquiries.
- Establish productive relationships with all meeting planners through the planning and implementation of programs.
- Guide clients by making creative suggestions regarding all aspects of event to ensure all guests' expectations are met and profitable margins are in place.
- Plan, organise and coordinate the assigned events, to include all food and beverage, meeting room set up, recreational activities and to ensure proper billing is maintained.
- Process all bookings through Internal CRM system, ensuring all Information relating to the booking and corresponding client Interaction is recorded.
- Maintain appropriate venue diaries and booking records.
- Issue final event orders, and provide internal departments with thorough information on all events to ensure high levels of service and client satisfaction.
- Consistently perform standards of service, interact with guests/clients and all Edinburgh Academy employees in a professional, gracious and friendly manner.
- Maintain excellent relationships with catering partners ensuring the food provided at events is always correct, presented well and of the highest standard.
- Meet and greet clients and suppliers, as well as, ensure the smooth running of events on the day.
- When required, prepare and set up refreshments for meetings, assist with serving of food and beverages.
- Post event review to confirm that all billing is done in accordance to actual requirements.
- After the conclusion of an event, work with the finance department to guarantee a detailed and complete final bill is sent to the client and payment is received timeously.
- Prepare pre-event checklists, function close down checklist, gather event risk assessments and prepare all paperwork relevant to the event.
- Conduct client feedback surveys post event, evaluate and feedback internally to facilitate development.
- Attend networking events and participate in events to promote AccessEA.
- Assist with local marketing campaigns and work alongside the strategic marketing and communications team, taking direction on tasks that may require additional resource.
- Adhere to legal and company policies at all times Including Health and Safety and Fire regulations.
- Input of financial data to budget reports.

While these are the key responsibilities of the role, this is not necessarily an exhaustive list and other duties may be required to ensure the smooth running of events in Edinburgh Academy facilities.

Personal Specification

- Excellent verbal and written communication skills, with a high level of tact and diplomacy
- Friendly and sociable, comfortable in a customer facing role (be it in person or digitally)
- Ability to focus attention on client needs, remaining calm and courteous at all times
- Positive attitude and supportive, team-based approach towards the attainment of the Company's short and long-term goals

- Ability to develop and maintain effective working relationships at all levels and work co-operatively within a team setting
- An energetic, flexible approach

Proven Experience

- Previous experience in a similar role preferred.
- Strong interpersonal and problem solving abilities.
- Strong ability to multi-task and meet deadlines in a fast-paced environment.
- Highly responsible & reliable.

Knowledge, Skills and abilities

- Excellent organisational, time management and administrative skills.
- Computer literate in Microsoft Window applications required and competency in all social media channels.
- Methodical planning ability.
- Knowledge and understanding of working with brand standards and linking to overall business strategy.
- University/College degree in related discipline preferred.

Applications

Candidates should complete all sections of the enclosed application form.

Candidates are welcome, if they wish, to send a copy of their curriculum vitae, including full details of qualifications and experience, and/or a covering letter explaining why they think they are particularly suited to the role and how it may fit in with future aspirations. However, please note that this is entirely optional and the short listing for interview will be based on the application form.

Further details are available from Human Resources: 0131 624 4920 or humanresources@edinburghacademy.org.uk

Completed application forms must be submitted by Monday 27 September 2021 at 5pm to: humanresources@edinburghacademy.org.uk

Conditions of Employment

The appointment will be subject to satisfactory references, verification of identity and proof of qualifications, and (if necessary) to a satisfactory medical screening.

Child Protection

The Edinburgh Academy is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and at the enhanced PVG level.

Equal Opportunities

The School is an Equal Opportunities employer, and welcomes applications for this post from appropriately qualified persons regardless of age, disability, gender, race or sexual orientation.

Human Resources