



KPS – Kendrick Parents' Society

Event Support Manager

Job Description & Person Specification

Event Support Manager

This is a great all-round role and the post holder to assist the KPS Events Lead/Chair in organising and delivering fundraising and social events throughout the school year, ensuring smooth coordination, volunteer support, and a positive experience for the school community.

Key Responsibilities:

1. Assist with planning, preparing, and coordinating all KPS events such as fairs, quiz nights, concerts, and social gatherings.
2. Work alongside the Events Lead and wider KPS Committee in the development of event timelines and task lists.
3. Help recruit, organise, and brief volunteers for each event.
4. Support the allocation of roles and ensure volunteers are informed and comfortable with event expectations.
5. Assist with event setup, running, and pack-down.
6. Ensure equipment, stalls, tables, signage, or resources are in place as needed.
7. Act as a point of contact for volunteers and support issue management during events.
8. Work with the KPS Communications/Marketing Lead to share event details with parents, students, and the school community.
9. Provide updates relating to volunteer needs, logistical requirements, or event planning progress.
10. Support post-event evaluation, including collecting feedback from volunteers and attendees.
11. Help identify areas of success and opportunities for improvement.
12. Attend KPS meetings when required to provide updates on event support needs.
13. Take on ad hoc tasks related to event organisation as needed by the KPS Chair or Events Lead.

Person Specification:

- Understanding and supportive of the ethos of The Kendrick School.
- Good communication skills - written, in person and on the phone.
- Understanding and sympathy with the importance of good relations within the wider Community.
- Networking & building good relationships
- Using social media
- An enthusiastic team player with good interpersonal skills
- A friendly, professional and 'can do' approach.
- Confident public speaker
- Proactive approach
- Flexibility
- Willing to work autonomously, organising one's own time and resources efficiently



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The post holder must read the **Health & Safety** Policy and **Safeguarding Policy of the school** before coming into contact with students and or organising events. These can be found on the school website. If anyone has a safeguarding concern about a student, they must report it to the **Designated Safeguarding Officers, Ms Kattirtzi or Mr Simmonds**. Post-holders must also be aware of the use of personal information according to the **GDPR regulations**.

The list of responsibilities outlined above is not intended to be exhaustive and the post-holder may be required to undertake other, reasonable tasks when necessary.

I confirm that I have read and understood the responsibilities of the Event Support Manager role and would like to apply for this position.

Signed

Dated

Please return your signed application (or send an email confirming your interest and agreement) to:
kpschair@kendrick.reading.sch.uk

