

Events Manager October 2026



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school.

If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2025. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



Haileybury

The role

Haileybury is seeking to appoint an Events Manager to join a fast-paced department within the School, to cover a period of maternity leave.

The Events Manager supports the Head of Events in the strategic planning, coordination and delivery of Haileybury's ambitious annual programme of approximately 240 term time School events. These events span recruitment and admissions activity, high-end parent and alumni events, co-curricular and academic events, lectures, community engagement, corporate functions, VIP receptions, staff social events, celebrations, and large scale occasions including Speech Day and Leavers' Ball.

Working closely with the Head of Events, the Events Manager is responsible for the operational planning and execution of a diverse portfolio of events, the primary focus is on recruitment and retention events working closely with the Admissions Manager. The Events Manager ensures that each event enhances Haileybury's reputation, reflects the School's ethos and values, and delivers an outstanding experience for all participants.

This is a highly organised, collaborative and detail-focused role that balances operational excellence with creativity, professionalism and flexibility.

The Events Manager sits on Calendar Committee and assists with all operational aspects regarding both the School's Calendar and Events programme.

The position is full-time, working 37.5 hours per week, Monday to Friday. This is an all year-around position versus term time. Due to the nature of the role, there will be a requirement to work evenings and weekends to support the events, for which appropriate time off in lieu will be provided.

The Events Manager will report to the Head of Events.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

Event Planning & Delivery

- Plan, coordinate and deliver a wide range of School events in line with the annual events strategy.
- Lead the operational delivery of allocated events, acting as Event Lead where required.
- Develop event timelines, schedules, event communications, tasks, risk assessments and post-event evaluations.
- Ensure events are delivered to a high standard, on time, within budget, align with Haileybury brand guidelines and in line with agreed objectives.
- Support the delivery of high-profile events such as Speech Day, Leavers' Ball, VIP visits and Master's events.
- Deputise for the Head of Events in any absence

Operational Management

- Coordinate all logistical elements including room bookings, Catering, AV/ IT, staging, transport, security and guest management.
- Working closely with the Admissions Manager to execute high class events that align with the Admissions strategy.
- Work closely with internal stakeholders including Co-Curricular and Academic departments, HMs, School Office, Estates, Catering, IT, Admissions and Marketing.
- Ensure compliance with Health & Safety, safeguarding, accessibility, sustainability, risk management and data protection requirements.
- Contribute to the development and maintenance of robust event processes, systems and documentation.
- Manage external suppliers and contractors, ensuring quality, service standards and cost control.

Stakeholder & Guest Experience

- Act as a key point of contact for event stakeholders, guests and partners.
- Ensure consistent high-quality communication for the guest experience from invitation and registration through to follow-up.
- Handle event-related enquiries professionally and efficiently.
- Build strong working relationships with internal teams, the Haileybury Parents Association (HPA), Haileybury Association and external partners such as Prep and primary Schools.
- Support collaborative projects as and when with the Master's Office, ensuring attention to detail and clear communication.



Responsibilities

Team & Resource Support

- Support the Head of Events in supervising the Events team, coordinating Event Assistants, freelance staff, College Prefects and volunteers.
- Assist with workload planning to manage peaks and termly fluctuations in event activity.
- Contribute to the development of shared tools, templates and best practice resources across the events team.
- Identify key areas for training and development in the team.

Budget & Administration

- Support the Head of Events with budgeting, procurement and financial tracking for events.
- Contribute to post-event reporting, evaluation and continuous improvement activity.

Innovation & Continuous Improvement

- Contribute creatively ideas for new event formats, technologies and engagement strategies.
- Support the integration of sustainability, accessibility and inclusivity best practices into event delivery.
- Ensure event branding, tone and messaging are consistent with Haileybury's identity and values.
- Assist in reviewing and refining the events programme to keep it progressive and competitive.



Person specification

Qualifications

- Good general level of education (to A level or equivalent)
- Diploma or certificate in Event Management or Hospitality, or equivalent experience

Knowledge, Skills and Experience

- Experience in managing or coordination, ideally in an education, hospitality, cultural, charity, corporate or public sector environment.
- Experience managing multiple events and priorities simultaneously.
- Strong project management and organisational skills.
- Excellent interpersonal and stakeholder engagement abilities.
- Understanding of event production, logistics, hospitality and risk management.
- Experience working with suppliers and contractors.
- Competent in Microsoft Office and event management software.
- Experience supporting high-end or VIP events.
- Familiarity with safeguarding policies and health & safety standards.

Personal Attributes

- Strong attention to detail with the ability to remain calm under pressure.
- Ability to work flexibly, including evenings and weekends as required.
- Proactive
- Innovative, imaginative with a creative mind
- Ability to maintain confidentiality with tact, diplomacy and discretion
- Ability to build relationships easily and communicate at all levels
- Honest and reliable



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Electric Vehicle and Cycle to Work schemes.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include 25 days annual leave with enhanced entitlement for long service, pension and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on 27 July 2026**.

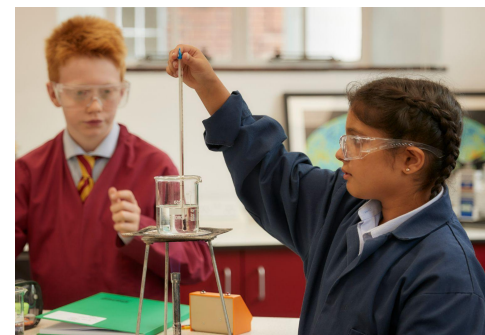
Further to shortlisting, interviews will be held **week commencing 3 August 2026**

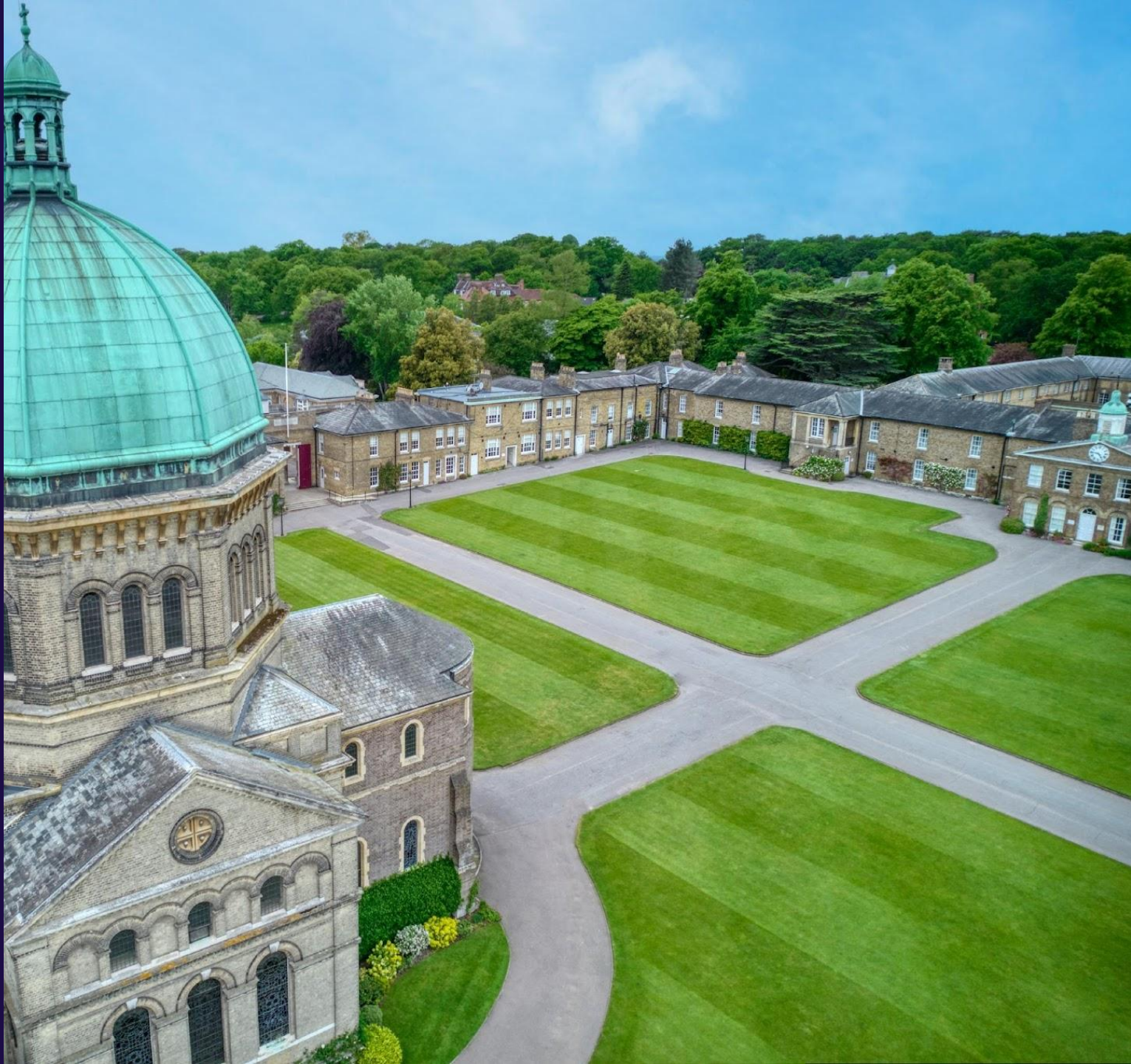
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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