

Job Title:	Events Coordinator
Hours of Work:	The Events Coordinator will work 37.5 hours per week, 5 days per week across a 7-day rota. During quieter times in the year the regular hours and days will be Monday to Friday 9am-5pm including a 30-minute unpaid lunch break. Evening/weekend working will be required for this position during busy periods, especially the Easter and Summer holidays. TOIL will be agreed for additional days worked across the year as required by the schedule
Grade:	5
Department:	Stowe Enterprises Ltd
Accountable to:	Senior Event Manager
Number of direct reports:	No direct reports
Budgetary responsibility:	Assisting the team in achieving annual income targets
Location:	Stowe School with travel to Winchester House School, Swanbourne House School & Ashfold School for event planning and delivery.
Purpose of the role:	To maximise the commercial value achieved through the use of the Stowe Group Prep School facilities and generate revenue by promoting the Prep School sites as commercial venues, whilst providing support to all event activities at Stowe House. On average the position would require a 50/50 split between the Prep Schools & Stowe House, however this can vary dependant on the business's requirements throughout the year.

The Stowe Group

The Stowe Group of schools (Stowe, Ashfold, Swanbourne House and Winchester House) is situated on four separate sites in Buckinghamshire and Northamptonshire and educates children from 3-18 years. Within The Stowe Group there are more than 1,800 pupils and 800 members of staff. The schools occupy sites of historical significance in Swanbourne, Dorton, Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational Change Makers vision and Change 100 programme.

Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only

while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

Stowe Enterprises Limited (SEL)

Stowe Enterprise Limited is the Commercial arm of the Stowe Group. The team sell, plan and operationally deliver all commercial events within the Stowe Group. The role of Events Coordinator is based within the Events Department of SEL and covers all four Schools, with your main base being Stowe School in Buckinghamshire. The events delivered by the team are extremely varied, including weddings, sports and summer school residential lettings, corporate events, and photoshoots and filming.

SEL also manages some regular large events on behalf of the School, including the annual speech day and concert, and the Leaver's Ball.

Key Tasks:

This role will focus on supporting the Prep Event Manager in developing and delivering commercial activities across the Stowe Group Prep School locations, which currently include Swanbourne House, Winchester House and Ashfold School. While the primary emphasis will be on expanding the Prep School business, the core commercial programme at Stowe remains fast-paced and demanding and will be another key part of this role.

Key Responsibilities:

- Support the Events team in promoting Stowe Group Prep School sites as event venues.
- Assist in creating and scheduling marketing materials, including social media content.
- Support the Prep Events Manager in developing new initiatives for generating income at the Prep sites.
- Provide administrative and logistical support for the Group's commercial events programme.
- Act as a point of contact for clients, ensuring smooth communication throughout the event process.
- Assist the Head of Commercial Events in achieving departmental targets.
- Support the delivery of public-facing and school events across the Group.
- Maintain accurate records of enquiries, bookings, and marketing activities.
- Manage your own schedule of events.
- Assist with the launch and promotion of new commercial sites, including Ashfold School.
- Help with the coordination of filming projects across the Group.

Core Duties:

- Respond promptly to client enquiries and assist with venue tours.
- Support event logistics, including setup, supplier coordination, and on-the-day assistance.
- Prepare and update event paperwork such as quotations, contracts, and function sheets.
- Liaise with internal departments to ensure event requirements are met.
- Help recruit and coordinate additional event staff when needed.
- Deliver excellent customer service and respond to client needs professionally.
- Ensure all events comply with Health & Safety, Data Protection, and Safeguarding standards.
- Maintain compliance records for external facility users.
- Support marketing activities and keep client databases up to date.
- Carry out general administrative duties as required.
- Manage and sell the sports facilities at the Prep sites.

Person Specification: The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	• Good general level of education	• University Degree
Specialist Skills and Experience	• Computer literate. • Customer service skills and able to deal with customer complaints.	• Events experience.
Personal Qualities	• Able to multi-task • Good communication skills • Able to work under pressure • Well organised • Good time management • A willingness to work unsocial hours • Well presented	

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

Date Agreed: October 2025

Our Values



Value scales:

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
1	2	3	4	5

In the role of Event Coordinator we are looking for Change Makers who are (please highlight as appropriate):

Professional:	1	2	3	4	5
Creative Problem Solvers:	1	2	3	4	5
Kind:	1	2	3	4	5
Flexible:	1	2	3	4	5
Collaborative:	1	2	3	4	5
Communicator:	1	2	3	4	5