



BIRKENHEAD SCHOOL

Information for Candidates applying for the role of Events Manager

REQUIRED AS SOON AS POSSIBLE

Birkenhead School, awarded the Sunday Times Independent Secondary School of the Year in the North-West for 2025, was founded in 1860. It is an HMC independent day school providing education for boys and girls drawn from the whole of the Wirral, Liverpool, Chester and North Wales. There are currently 892 students across the whole School, Nursery through to Upper Sixth. Birkenhead School has been fully co-educational since September 2008, offering the choice of an independent education to all local children. Across the School approximately 45% of students are girls.

Situated in the leafy suburb of Oxton, the School enjoys excellent facilities. The main campus has a 'village green' atmosphere, with classrooms and laboratories looking out over the cricket square. There are ongoing and substantial investments in facilities, most recently a new library and landscaped playground areas. In addition to the main campus, the School owns 17 acres of playing fields on two sites nearby – the primary one being McAllester Field on Bidston Road, alongside currently disused playing pitches at Noctorum Field.

SCHOOL ORGANISATION & VALUES

The School comprises Nursery and Pre-Prep (Early Years), Prep and Seniors and integrates their objectives and activities within a 'One School' ethos. The Principal chairs the School's Senior Leadership Team (SLT) comprising the Head of Seniors, Head of Prep, Deputies and the CFOO.

Birkenhead School prides itself on being a family school. Becoming fully co-educational in 2008 reinforced this, and at present, 217 families have more than one child in the School and 27 of those have three or four children here.

A key feature of the School is its strength of community, which runs through the student, staff and parental bodies. The School is embedded within the wider Wirral community, has strong links with local businesses and charities, and offers an extensive bursary programme. The School aims to inspire students both inside and outside the classroom, knowing each individual and providing them with outstanding opportunities to find their niche.

A dedicated, talented and collegiate staff body is required to achieve this excellence and sense of community. The School's informal motto is Respect, Responsibility and Resilience, to which the School has recently added Inclusivity, Compassion, Integrity, Humility and Courage as defined School values. Birkenhead School recruits on attitude as much as the quality of an individual's qualifications on paper, an approach that has played a considerable role in the winning of the Sunday Times award – in short, staff go above and beyond.

SENIORS

509 STUDENTS
AGED 11-18
294 BOYS / 215 GIRLS

PREP

300 PUPILS
AGED 5-11
159 BOYS / 141 GIRLS

NURSERY / PRE-PREP

83 CHILDREN
AGED 3 MONTHS – 5 YEARS
49 BOYS / 34 GIRLS



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About the Job

The School is financially strong and well-run, and has reset following the introduction of VAT on fees in January 2025. The School is ambitious in its plans to continue to play a leading role within education in the North-West, and nationally, and seeks to diversify its income streams to further invest in the School and its community.

This has led to the creation of this new role, an exciting opportunity for an Events Manager to serve the School through the increased commercial use of our assets and facilities.

The role will be line managed by the Chief Financial & Operations Officer (CFOO).

The Events Manager is responsible for planning, coordinating, and delivering a diverse range of School events that help support the School's reputation and maximise opportunities for commercial income growth.

We are seeking an ambitious individual who can hit the ground running, so substantial experience within the events sector is essential. The School has excellent assets at its disposal, and the successful candidate will be able to quickly develop and present a compelling events proposal for approval by the CFOO. The scale of the event's proposal will help establish the budget that is made available for delivery.

If you possess these attributes and bring plenty of drive and ambition, we would be delighted to hear from you.

Key Responsibilities

Facilities & Commercial Events

- Oversee external (with support from the Operations Assistant) use of School facilities.
- Respond promptly to enquiries, prepare proposals, draft agreements, and ensure compliance with School policies, aligning with the School's values.
- Maximise lettings income while ensuring safeguarding, site security, and minimal impact on School operations.
- Liaise with caretakers, estates, catering, and IT to ensure smooth delivery.

Operational Delivery & Logistics

- Lead event setup and breakdown, ensuring all rooms, equipment, signage, and spaces are prepared.
- Oversee AV, lighting, sound, and staging requirements.
- Manage suppliers (catering, equipment hire, décor, security).
- Ensure risk assessments are completed, and all safeguarding requirements are met.



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Stakeholder & Client Management

- Provide a welcoming, highly professional point of contact for event organisers.
- Work closely with the Marketing team on branding, communications, and coverage of major events.

Financial & Administrative Management

- Prepare business plans, budgets and costing for events.
- Track income, expenditure, and profitability of commercial activities.
- Maintain booking records, contracts, schedules, and post-event evaluations.
- Provide regular reporting to the CFOO.

Compliance, Health & Safety

- Ensure compliance with safeguarding requirements for events and lettings.
- Complete and file risk assessments.
- Ensure appropriate supervision, access control, and emergency procedures.
- Ensure adherence to licensing requirements (music, alcohol, performances, etc.)

Skills & Experience

Essential

- Experience delivering large events in a busy, multi-site environment.
- Strong organisational and project-management skills.
- Excellent communication and client-facing abilities.
- Ability to manage multiple events simultaneously and meet tight deadlines.
- Experience working with budgets and negotiating with suppliers.
- High-level attention to detail with strong problem-solving skills.
- Competent with AV/technical equipment or willingness to learn.

Desirable

- Experience in education, hospitality, arts, or community organisations.
- Knowledge of safeguarding, risk assessment, and health & safety frameworks.
- Experience with commercial lettings or revenue-generating activity.
- Marketing or events-related qualifications.

Personal Attributes

- Warm, professional, and confident communicator.
- Calm under pressure and solutions-focused.

Birkenhead School, Registered Office: The Lodge, 58 Beresford Road, Oxtou, CH43 2JD

Tel: 0151 652 4014 | Fax: 0151 651 3091 | Email: headmaster@birkenheadschoo.co.uk | www.birkenheadschoo.co.uk



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- Creative and enthusiastic about enhancing School life.
- Able to work autonomously while building positive internal relationships.
- Willingness to work evenings/weekends during busy event periods.

Additional Information

- The role requires flexible working to support the events programme.
- The post requires an enhanced DBS check in line with School safeguarding policy.
- Some physical work is involved during event setup.

Remuneration & Benefits

Salary

The role will attract an annual salary of circa £40,000.

Hours

This is a 40 hour per week, full-time, fixed term position (with the potential to become permanent) until August 2027. A degree of flexibility is required to allow for activities involving working outside the normal hours.

Holiday

You will be entitled to 40 days annual leave per year, including Bank Holidays and Christmas Shutdown.

Pension

The School operates an auto-enrolment Defined Contribution pension scheme.

Other Benefits

We will value and support your contribution to School life and in return provide you with excellent rewards:

- Working as part of a committed team.
- Discount on School Fees for permanent members of staff.
- Free use of the fully equipped on-site gym.
- Access to the Employee Assistance Programme.
- Support for your continuous professional development.
- Lunch provided during term time.
- Electric Car charging points on site.



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Application

A letter of application indicating skills and experience, together with a completed application form, including the names and addresses of at least two referees, should be sent for the attention of the Headmaster via: recruitment@birkenheadschoo.co.uk

Applications may also be sent by post to: Cheryl Wallace (Head of HR & Compliance), Birkenhead School, 58 Beresford Road, Oxtan, Wirral, CH43 2JD. Application forms can be downloaded from the School's website: www.birkenheadschoo.co.uk.

Candidates are welcome to contact the Chief Financial & Operations Officer, Mr Danny Byrne, on recruitment@birkenheadschoo.co.uk with any questions relating to the role.

To meet our safeguarding obligations, an Enhanced Disclosure and Barring Service check is undertaken as part of the recruitment process for all new staff. As Birkenhead School is an educational provider, it is permitted to ask whether an applicant has any convictions, cautions, reprimands or final warnings which would not be filtered in line with current guidance, as defined by The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). It is a criminal offence for an individual who is barred from working with children to apply for a role which is classed as regulated activity (i.e. involves working with children). As such, candidates are asked to also complete the separate Criminal Record Declaration Form on the School's website. The information disclosed on this form will not be kept with your application form during the application process.

Candidates selected for interview will be offered the opportunity to have a tour of the School and meet with relevant members of the department.

The closing date for applications: **9.00am Sunday 19th April 2026**

Successful candidates are likely to be invited to interview the week commencing 27th April 2026

We reserve the right to close this vacancy and complete the recruitment process when we are in receipt of sufficient applications. Should you wish to apply for this post you are advised to complete and submit your application form as soon as possible.