



QUEEN'S GATE  
SCHOOL

APPLICANT INFORMATION

# Events Assistant

COMMENCING July 2025

125-126, 131-133 QUEEN'S GATE  
SOUTH KENSINGTON  
LONDON  
SW7 5LE

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QUEEN'S GATE SCHOOL TRUST LTD  
REGISTERED CHARITY NO. 312724





# WELCOME FROM THE PRINCIPAL



Welcome to Queen's Gate School, and thank you for taking the time to review our application pack.

Queen's Gate is a happy, bustling GSA school for girls aged 4-18. Located in South Kensington, London, we are ideally placed to take advantage of the many educational opportunities on offer nearby. We are a close-knit community of around 500 pupils, and are proud of our light-hearted atmosphere, where we promote individuality, authenticity and creativity. Our intake is broad, and we pride ourselves on valuing each girl for her own gifts and talents. Our pupils leave us to a range of higher education institutions across the UK and abroad, and the breadth of their chosen degree courses speaks to our success in fostering our pupils' interests across the academic spectrum and beyond.

We encourage all our girls to be bold in their dreams and to seek to exceed their potential. We are firm in our belief that to do so, our girls must feel happy and secure, and so as a School we aim to

provide a warm, supportive environment in which our girls can grow, explore and aspire.

Likewise, we are committed to offering a workplace where our staff can develop their skills and advance in their careers. We have a generous CPD budget, and encourage networking with colleagues at other GSA schools. A number of our staff serve as governors for other schools, which we are also pleased to facilitate.

We hope the information supplied in this pack will leave you keen to come and be part of all that makes us such a special place. We are a school where our hard work is underpinned by good cheer and genuine camaraderie, and we would be delighted to receive your application to join us.

With warmest wishes,

**Amy Wallace**  
Principal





# ABOUT US

Queen's Gate is located on Queen's Gate itself, inhabiting five of the iconic Victorian terraces: three are mostly used by the Senior School, while the remaining two are given over to the Junior School; however, there are many shared spaces and a constant flow of pupils and staff between the two buildings. Although we do not have much outside space of our own, we are spoilt by what the local area offers. Girls make regular visits to the nearby museums and Hyde Park, while sport takes place at a range of nearby leisure facilities, including the River Thames for rowing.

We are relatively diverse in the nationalities represented in our pupil and staff body, and are proud of the way this enriches the experience of all those within our community. Our standard entry points are 4+, 7+, 11+ and 16+. We follow a broadly English curriculum, culminating in GCSE and A Level examinations. Our pupils leave us for universities across the UK, including Oxbridge and other Russell Group institutions, as well as looking further afield; we have alumnae studying in Canada and the US, including at a number of Ivy League colleges.

Queen's Gate was founded in 1891, and today we educate around 500 girls: 130 in the Junior School, and 370 in the Senior School, including around 70 in the Sixth Form.



# ABOUT US (continued)

Queen's Gate's stated aims are to create a secure, happy, yet stimulating environment in which each girl can realise her academic and personal potential.

Our intake is relatively broad, and we are exceptionally proud of the results our girls achieve; in 2022, we were fourth in the country for value-added scores. We have pupils performing at the highest levels in Music, Drama and Sport. Currently, we have girls competing internationally in Fencing, Volleyball and Athletics, another playing in the National Youth Orchestra, and one in the National Youth Theatre. We have an extensive programme of enrichment activities, as well as a plethora of trips to destinations in the UK and abroad.

Our ethos is one of celebrating each girl as an individual, and allowing her to explore her own interests and gifts. We facilitate this through our extensive

academic curriculum (we offer 28 subjects at A Level) and a higher-than-normal amount of choice at GCSE. Scholarships are awarded for academic merit but also to those demonstrating exceptional talent in, and dedication to, Sport, Music, Drama and Art. The School is committed to widening access, and offers a number of means-tested bursaries.

We place great emphasis on the importance of pupils' happiness and wellbeing, which we support through outstanding pastoral care, our extensive co-curricular programme and an open determination to inject fun wherever possible.

Our girls have no uniform, and our dress code allows them enormous scope to explore their own sense of style and to come to school feeling comfortable and confident in what they are wearing. Girls have many opportunities to provide feedback or present their own ideas, particularly in terms of charity events, which are a regular feature.

The Senior Management Team currently comprises the following staff members:

- Principal
- Vice Principal
- Bursar
- Director of the Junior School
- Director of Curriculum
- Director of Teaching, Learning & Assessment
- Director of Pastoral Care
- Assistant Director of Pastoral Care
- Head of Sixth Form

The Junior School has an additional leadership team, which currently comprises the following staff members:

- Director of the Junior School
- Director of Studies
- Director of Outreach & Operations
- Senior Tutor
- Teaching & Learning Coordinator

Our Board of Governors maintain regular contact and incorporates professionals from a range of fields. We are also fortunate to benefit from a strong and supportive PTA.





# THE ROLE



Queen's Gate is a happy, bustling GSA day school for girls aged 4 –18, ideally situated in Central London to take advantage of the many educational opportunities on offer.

We wish to appoint an Events Assistant to join our small Marketing Team, building strong relationships with our many stakeholders is at the heart of our School's ethos. Whether it's a gathering for our Alumnae, the UVI Leavers' Supper, the annual Careers Fair or a drinks event for fellow education professionals, we want our guests to feel warmly welcomed and enjoy a smooth, high-quality experience while they are with us. This role would suit someone who is looking to move into a career in fields such as marketing, communications, PR, events and/or fundraising. Likewise, this role will involve direct engagement with our pupil body, so this could also suit someone considering a career in the education sector.

The draft job description is below, but may be adjusted to take into account the expertise of the successful candidate. While we anticipate this role is likely to be full-time, as an inclusive employer, we would be interested in hearing from those who would like part-time or more flexible hours.

## Responsibilities:

- Under the guidance of the Director of Marketing and Admissions and the Principal, oversee the planning and delivery of a range of internal and external events, including those led by the Parent-Teacher Association; in particular, this will involve supporting our Open Events for prospective parents, a range of evening events for parents, alumnae and fellow professionals, weekend marketing events and taster days, and the 4+, 11+ and 16+ admissions tests
- The role will include liaison with external venues, working closely with colleagues who manage the internal calendar and room bookings, liaison with speakers, managing budgets, planning and confirming catering arrangements, planning access for guests, overseeing communications, checking staffing arrangements, ensuring health and safety policies and procedures are adhered to
- Maintain and develop further communications with our Alumnae network
- Serve as an administrative liaison with the PTA
- Support the Head of Careers in the delivery of the Careers Fair
- Support the Vice Principal and Director of Junior School in the delivery of our end-of-year celebratory events for pupils and parents
- Support the Director of Pastoral Care regarding the arrangements for PSHE talks by visiting speakers
- Support the Director of Sixth Form regarding the arrangements for our Leavers' Celebrations
- Liaison with the Marketing & External Relations Assistant to ensure events are appropriately publicised on our various media channels

The Marketing Team is a tightknit group, who regularly step in to support each other as needed, so the successful candidate will be willing to embrace flexibility and collegiality. The successful candidate may also be called upon to assist with other administrative tasks related to our admissions process.

The salary for this role will be: circa £25-30k per annum (Full Time Equivalent) or negotiable depending on experience and qualifications.



# THE PERSON

QUALIFICATIONS :	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
A good honours degree		✓	Appropriate original certificates
Higher degrees and/or other relevant qualifications		✓	Appropriate original certificates
Membership of professional body relevant to subject		✓	Appropriate original certificates
A certificate in first aid		✓	Appropriate original certificates



EXPERIENCE	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Experience of working in a relevant marketing setting		✓	Application Form, Interviews, References
Experience of working with young people		✓	Application Form, Interviews, References

# THE PERSON (continued)

Basic Skills, Characteristics & Competencies	Essential	Desirable	Method of Assessment
Excellent understanding of digital marketing	✓		Opportunities at interviews to recount experience
Knowledge of current marketing practices in the independent schools sector		✓	Questions asked during interviews
Excellent communication skills, including written communication	✓		Interviews and in tray task
Excellent personal presentation to suit a professional environment	✓		Interview
Advanced research skills		✓	Opportunities at interviews to recount experience and interview task
Awareness of Health and Safety procedures in a School		✓	Opportunities at interviews to recount experience
A willingness to undertake appropriate training to develop skills and knowledge	✓		Opportunities at interviews to recount experience
Awareness and understanding of safeguarding and welfare of children, including the ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		Questions at interview to test attitudes towards and knowledge of children's safeguarding and welfare Reference
Awareness of GDPR and understanding of its application in School life		✓	Opportunities at interviews to recount experience



Personal Qualities	Essential	Desirable	Method of Assessment
Sense of humour	✓		Opportunities at interview, Reference
Enthusiasm and energy	✓		Opportunities at interview, Reference
Self-motivation	✓		Opportunities at interview, Reference
Commitment	✓		Opportunities at interview, Reference
Patience and diplomacy	✓		Opportunities at interview, Reference
Flexibility, resilience and excellent organisational skills	✓		Opportunities at interview, Reference
Ability to seek and take advice	✓		Opportunities at interview, Reference



# APPLICATION PROCESS

Queen's Gate is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post is exempt from the Rehabilitation of Offenders Act 1974. The School is therefore permitted to ask shortlisted applicants to declare all convictions and cautions on a self-declaration form in advance of attending an interview (including those which are "spent" unless they are "protected" under the Disclosure and Barring Service ("DBS") filtering rules) in order to assess their suitability to work with children.

The School may carry out online searches on shortlisted applicants, for which all such applicants will be required to provide details of their online profile, including social media accounts, as part of their application. Prior to employment commencing, successful applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.

Successful applicants will also be required to produce evidence of qualifications, identity, and the right to work in the UK. Two references will be taken up, one of which will be with the most recent employer. They will also be required to complete our Health Questionnaire.

All those working at Queen's Gate share in our responsibility to safeguard and promote the welfare of the children and young people in our care. This will include completing regular training and maintaining a good awareness of key policies and procedures relating to our safeguarding duties. Where a role has specific or additional responsibilities in relation to safeguarding, this will be detailed within the job description.

All candidates are also requested to complete an online Equal Opportunities Monitoring Form. This can be found at the end of our application form. The form will be separated from your application on receipt. The information on this form will be used for equality monitoring purposes only and will play no part in the recruitment process.

Queen's Gate School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex and sexual orientation. We welcome applications from all sections of the community.

An application form and further details may be downloaded from our website [www.queensgate.org.uk](http://www.queensgate.org.uk). **ONLY COMPLETED APPLICATION FORMS CAN BE CONSIDERED.**

When completed, the application form should be sent by email to [recruitment@queensgate.org.uk](mailto:recruitment@queensgate.org.uk) together with a covering letter to the Principal, to arrive no later than **12.00pm on Thursday, 19 June**. First round interviews will be held later that week.

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