



# Kents Hill Park School

Timbold Drive, Kents Hill Park, Milton Keynes, MK7 6BZ  
Headteacher: Mr. James Pilgrim

## **Educational Visits and Events Co-ordinator (EVC including Duke of Edinburgh) Salary £19,680**

This role is 37 hours a week, 39 weeks per year plus inset days. These hours are to be worked as required for the role to include some weekend, overnight and out of term time hours – flexibility is essential for this role.

Due to our school expansion, Kingsbridge Educational Trust wishes to appoint an experienced and enthusiastic Educational Visits and Events Co-ordinator to Kents Hill Park School - an all-through school with 930 pupils from Foundation to Year 11. This is an exciting and rare opportunity to be part of the team who successfully support the development and growth of this school in the Kents Hill Park area of Milton Keynes.

We are looking for a hardworking, highly motivated, passionate and committed individual to join our fantastic team. This is a superb opportunity to help shape the future of the school and the confident, independent and forward-thinking pupils who we inspire each day.

The successful candidate will:

- Have high expectations of our children in all aspects of school life.
- Have the ability to forge and maintain positive working relationships with our stakeholders and community.
- Be ambitious for themselves and the school.
- Have excellent communication and ICT skills.
- Be self-motivated with the ability to multi task and prioritise effectively.
- Be keen to work across both phases of the school.
- Have a proven track record.

Kents Hill Park School provides outstanding facilities for the community it serves. Excellent conditions of service will be offered. For further information, or to arrange a visit, please contact Mr Adam Baxter, Deputy Headteacher, at the school. Further details are available on the School website: [www.kentshillpark.school](http://www.kentshillpark.school). Applications must be made via My New Term.

Closing date for applications is: Midday 9<sup>th</sup> June 2023  
Interviews to be held: TBC

**Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.**



Web: [www.kentshillpark.school](http://www.kentshillpark.school) Email: [office@kentshillpark.school](mailto:office@kentshillpark.school) Telephone: 01908 533290

Kents Hill Park School is part of the Kingsbridge Educational Trust is a charitable company limited by guarantee and registered in England and Wales with company number 09144847. The registered office is at Oakgrove School, Venturer Gate, Middleton, Milton Keynes, MK10 9JQ. Kents Hill Park School is committed to safeguarding children.