



HAMPTON SCHOOL

(HMC 1270 boys 11-18, 380 in Sixth Form)

**ALUMNI EVENTS AND COMMUNICATIONS OFFICER
(Full-time)**

Hampton is one of the UK's most successful independent schools and is seeking to appoint an Alumni Events and Communications Officer to co-ordinate events and communications that support the alumni, fundraising and development initiatives of the School. The successful candidate will possess excellent communication skills and be responsible for liaising with School staff and external organisations. Evening and weekend work will be required on occasion.

The normal working hours are 8.45am to 4.45pm, however, a high degree of flexibility is required for events. The salary will be between £24,068 and £26,462 per annum, negotiable and commensurate on skills and experience.

The closing date for applications is Monday 19 June 2017 at 9am.

Further details and an application form may be obtained from the Hampton School website www.hamptonschool.org.uk. Application forms to be emailed to recruitment@hamptonschool.org.uk.

Hampton School is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to child protection screening appropriate to the post, including checks with past employers and an enhanced disclosure through the DBS. Hampton School is an equal opportunities employer. Registered Charity No 1120005. Company No 06264434.