



(HMC 1312 boys 11-18, 385 in Sixth Form)

### **ALUMNI RELATIONS OFFICER**

We are seeking an Alumni Relations Officer to support the alumni fundraising and development initiatives of the School and the Fitzwygram Foundation. The role is responsible for managing the School's Alumni database and the successful candidate will be customer focused with excellent database management, administration and communication skills. Experience of using Raiser's Edge and/or SIMS.net is desirable and you will also enjoy working in a busy office environment with varied responsibilities ranging from database management and general administration to assisting at Alumni events.

The post is full-time and the salary will be not less than £25,000, commensurate with the successful candidates' skills and experience.

**The closing date for all applications is Monday 28 January 2019 at 9am.**

The School reserves the right to commence or complete the recruitment process at any time prior to the closing date.

Further details and an application form may be obtained from the Hampton School website [www.hamptonschool.org.uk](http://www.hamptonschool.org.uk) and Hampton School offers attractive benefits for all employees. Application forms to be emailed to [recruitment@hamptonschool.org.uk](mailto: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.*