



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

ALUMNI RELATIONS OFFICER

Hampton is one of the UK's most successful independent schools and is seeking to appoint an Alumni Relations Officer. Working as part of a small team the role has a strong focus on administration and the management of the School's Alumni database, as well as supporting the alumni fundraising and development initiatives of the School and the Fitzwygram Foundation.

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 and will be commensurate with the successful candidates' skills and experience, plus health insurance and other benefits.

The closing date for applications is Monday 10 December 2018 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.