



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## ALUMNI EVENTS AND COMMUNICATIONS OFFICER OUTLINE JOB DESCRIPTION

Job Title: Alumni Events & Communications Officer  
Reporting Line: Alumni Relations Co-ordinator then the Bursar  
Location: Hampton School Alumni Office/ Fitzwygram Foundation Office, Hampton School

### General

Hampton School is seeking to appoint an Alumni Events and Communications Officer to play a key role in the Hampton School Alumni Office.

The Alumni Events & Communications Officer will be involved in all aspects of the Alumni Office and will play a leading role with events and communications that support the alumni, fundraising and development initiatives of the School.

Hampton is one of the country's most successful independent schools and a suitably attractive benefits package will be offered, including a salary commensurate with the successful candidate's skills and experience.

### Role and responsibilities

#### Events

- To assist in the planning and execution of all Alumni events
- Co-ordinate with the schools Events and Marketing teams
- Create and send invitations and manage bookings for all Alumni events.
- Advertise events to the Alumni community.
- Write planning sheets, create seating plans, signage and any other event materials.
- Attend Alumni and other events as required (evenings and weekends)
- Coordinate a timely and effective follow-up with guests after each event

#### Communications

- To assist with the writing, design and production of alumni newsletters.
- Develop and manage the Alumni website, social media platforms and online networking portal (Graduway).
- To assist with the writing, design and production of fundraising communications.
- Organise email communications with Alumni via The Raiser's Edge database email system.

#### Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Please note that there may be some changes and additions to the above, which will be discussed before implementation and changes may occur as the post develops. This document is designed to provide applicants with a "flavour" of the position and responsibilities

## **Training**

- Where necessary, to undergo on the job training under the general direction of your line Manager and/or Bursar to increase competence, proficiency and safety awareness.
- To attend training outside the school where appropriate to increase competence, proficiency and safety awareness.

## **Skills, Experience and Qualifications**

**The successful candidate will be able to demonstrate the following skills, experience and qualifications:**

- Educated to degree level or equivalent. Including excellent written and spoken English.
- Experience of working in a customer focused environment.
- A high level of proficiency in the use of ICT, including Microsoft Office and desktop design/publishing software.
- A willingness to assist and deal confidently with colleagues.
- Awareness of the importance of data security and confidentiality.
- Experience of writing communications for a wide range of audiences and media.
- Experience of working with Alumni in a school environment would be an advantage.
- High professional standards are essential, particularly with regard to proof-reading, accuracy and presentation.
- Experience of The Raiser's Edge Database is desirable, but experience of a similar database is essential.
- Treat all information received in post in an appropriate manner and at all times demonstrating discretion and complying with the provisions of the Data Protection Act 1998 and the School's own privacy policies.
- Initiative, common sense and patience.
- Enthusiasm, willingness and flexibility.
- An ability to work under pressure.

## **Person Specification**

- A smart appearance, friendly and polite demeanour and good communication skills
- Enthusiastic approach and commitment to the smooth running of the School
- The ability to identify and complete work independently
- The flexibility to adapt to ever-changing priorities
- A willingness to assist and deal confidently with colleagues
- A good general education, including excellent written English
- Meticulous attention to detail
- Awareness of the importance of data security and confidentiality

## **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview, please inform the School.

## Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

## HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

### 1. Salary

The salary will be based on the Hampton School Scale for Support Staff. The salary for this position will be between £24,068 and £26,462 per annum, negotiable and commensurate on skills and experience. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

### 2. Hours and Holidays

This is a permanent full-time position and normal office hours are 8.45am to 4.45pm, however, a high level of flexibility, commitment and dedication is required. The role will also involve some evening and weekend work to co-ordinate and manage events (currently up to 8 Saturdays and 8 evenings). Additional events over and above this will be paid as overtime or time in lieu.

The annual leave entitlement is 26 working days per academic year.

### 3. Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

### 4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
Eight years but less than twelve years	One week for each year of continuous employment
Twelve years or more	Twelve weeks

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

## Non-contractual Benefits to staff

- **Pension**  
You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.
- **Death-in-Service Benefit**  
In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.
- **Health Care**  
The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.
- **School Fee Reduction**  
Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.
- **Cycle to Work Scheme**  
The School allows staff with an employment contract for 12 months or more to purchase a cycle though the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.
- **Childcare Vouchers**  
The School allows staff access to a childcare voucher system by means of a salary sacrifice scheme. Further details are available from the Bursar.
- **Eye Tests**  
In September each year members of staff receive a voucher for a free eye test at nominated opticians.
- **Personal Accident Insurance**  
Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Drinks and Snacks**  
Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.
- **Lunch**  
Lunch is provided to members of staff at no cost.
- **Sports Travel to School on Saturdays**  
Staff running teams can claim expenses for travel to and from School for Sports matches.

- **Use of Private Vehicle**  
Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**  
The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.
- **Counselling**  
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.
- **Sports Therapy**  
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.
- **Multi-Gym**  
The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.
- **Sporting Facilities**  
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.
- **Parking**  
Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

***The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.***

**Further details of the School are available on the website.**



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](http://www.hamptonschool.org.uk). 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.*