



## **JOB DESCRIPTION**

### **Alumni Relations Officer**

Job Title : Alumni Relations Officer  
Reporting Line : Director of Development & Alumni Relations then the Bursar  
Location : Hampton School Alumni Office/ Fitzwygram Foundation Office, Hampton School

**The closing date for applications is 9.00am on 10 December 2018.**

### **HAMPTON SCHOOL**

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Spring Term 2019. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

## **The Role**

The Alumni Relations Officer will be involved in all aspects of the Alumni Office and will play a leading role in the management of the School's Alumni database (Raiser's Edge), as well as supporting alumni fundraising and development initiatives for the School and the Fitzwygram Foundation.

The successful candidate will be customer focused with excellent database management, administration and communication skills. 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.

## **Key Responsibilities**

Job responsibilities will include:

### Database and research

- Maintain the Alumni database and input data into The Raiser's Edge programme ensuring that database records are accurately and efficiently maintained
- Update database with information from SIMS.net, the Hampton School Archive, events, research and information received in response to general enquiries and correspondence
- Manage users on Hampton School Connect (Graduway), an online networking platform for Hampton School Alumni
- Use SIMS.net, to create reports and export information
- Organise School communications with Alumni via The Raiser's Edge database email system
- Create and run queries and produce exports and reports via The Raiser's Edge for the purposes of assisting with communications, publications and events
- Manage GDPR consent on Raiser's Edge

### Gift Administration

- Ensure all donations are recorded and thanked promptly and appropriately
- Complete monthly income reconciliation with the Bursary
- Ensure accurate monthly Gift Aid submissions to HMRC
- Facilitate card payments using Blackbaud Merchant Services

### Administration &

- Act as a first point of contact for all Alumni enquiries received by telephone, post, email, in person or through social media
- Respond to enquiries in a welcoming, timely and effective manner
- Manage the sale of Alumni Merchandise
- Assist the Director of Development & Alumni Relations and Alumni Events & Communications Officer in the organisation and co-ordination of Alumni events
- Provide tours of the School to visitors, as required
- Cover for the Director of Development & Alumni Relations and Alumni Events & Communications Officer as required

### 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:**

- A commitment to promoting the safeguarding and well-being of children
- Educated to degree level or equivalent
- A self-motivated individual who can demonstrate excellent written and verbal communication skills to be able to deal politely and effectively with Alumni, staff, pupils and parents
- Excellent database management skills ideally with experience of The Raiser’s Edge Database and SIMS.net or similar
- Excellent administration skills, meticulous attention to detail and a high level of proficiency in the use of ICT, including Microsoft Office and databases
- Awareness of the importance of data security and confidentiality
- Experience of working in a customer focused environment or with Alumni in a school environment would be an advantage
- High professional standards are essential, particularly with regard to data entry, accuracy and presentation
- An excellent telephone manner and ability to deal confidently with enquiries
- A high standard of personal presentation with a pleasant, helpful and polite personality
- Initiative, common sense and patience combined with enthusiasm, willingness and flexibility
- An ability to work under pressure and the flexibility to adapt to ever-changing priorities.
- The ability to identify and complete work independently
- Treat all information received in post in an appropriate manner and at all times demonstrate discretion and compliance with the provisions of the Data Protection Act 1998 (GDPR) and the School’s own privacy policies.

### **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**

**Salary**

The salary will be based on the Hampton School Scale for Support Staff. The salary will be not less than £25,000 commensurate with the successful candidates' skills and experience plus free lunch during working hours, health insurance and other benefits. 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.

**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 assist with Alumni events, as required.

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

**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.

**Notice**

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

<b>Period of continuous service</b>	<b>Minimum Notice</b>
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:

<b>Period of continuous service</b>	<b>Minimum Notice</b>
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.

**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.**

**November 2018**