



EVENTS & FUNDRAISING ADMINISTRATOR

FULL TIME

This is an exciting opportunity for a highly organised and motivated individual to join our well-established Fundraising, Alumni & Development team. This is a customer facing role and you must feel comfortable using databases, supporting events and keen to develop your skills within a fundraising environment.

Hampton is one of the country's foremost independent schools and is rated 'exceptional' by the Independent Schools Inspectorate (ISI) for pupils' achievements and learning. Inspectors also praised the School for fostering a culture *"in which the individual matters and everyone's contribution is valued."* Equality, diversity and inclusion are fundamental to our ethos and the School has a thriving partnerships programme.

The School has its own salary scale and offers generous non-contractual benefits, well above the maintained sector, to attract high-calibre candidates. There is very strong commitment at Hampton to supporting the continuing professional development of colleagues.

Normal office hours are 8.45am to 4.45pm, Monday to Friday, with the requirement to work weekends and school holidays. The role therefore requires flexibility and commitment.

Further details about the post and an application form are available on the School website's vacancies page www.hamptonschool.org.uk/contact/jobsvacancies/ Application forms to be sent to recruitment@hamptonschool.org.uk. The School reserves the right to commence or complete the interview process at any time prior to the closing date.

CLOSING DATE FOR APPLICATIONS: 12th May 2022

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. 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. Hampton School is an Equal Opportunities Employer. Hampton School is a Registered Charity No 1120005. Company No 06264434.