



# JOB PACK

## Events & Development Officer

Closing Date: Monday 14 January 2019 (midday)

Interview Date: w/c 21 January 2019

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

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From the Director of Finance & Operations: Justin Hodges

## Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the school deliver the very best academic, pastoral and Other Half opportunities to our pupils.

Please take some time to look at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1275 boys, currently 1015 at Abingdon School and 260 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 320 boys. We employ some 350 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments including a new Sixth Form Centre, library and Art department which followed the opening of a stunning Science Centre in 2015. We have also recently added to our extensive sport facilities at Tilsley Park and on the school campus which now offer some of the best sport resources in the area. The Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

We may be over 760 years old but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges  
Director of Finance & Operations

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# **SUPPORT STAFF BENEFITS**

## **Annual Leave**

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time or on a term time or term time plus basis.

## **Closure Days**

Each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

## **Death in Service**

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

## **Employee Assistance Programme**

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

## **Foundation Grant**

Qualifying permanent\* employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

*\* Permanent employees are considered to be staff working under a contract of employment of a year's duration or more.*

## **Lunch**

Lunch is available for staff free of charge during term time.

## **Parking**

Free parking for staff is available on site.

## **Pension**

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2018 are 3% employee and 6% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

## **Private Healthcare**

Staff are eligible to benefit from free private health insurance (taxable as a benefit in kind).

## **Sports Centre Membership**

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

## **Ultimate Activity Camps**

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk).



## **JOB DESCRIPTION**

### **EVENTS & DEVELOPMENT OFFICER**

Reports to: Director of Development & Alumni Relations  
Direct reports: None  
Team Members: OA Club Officer, Database Administrator

#### **Background to the OA Club**

The Old Abingdonian Club (OA Club) is the alumni association of Abingdon School and has been in existence at Abingdon for many years. With more than 5000 alumni, from those who left in the 1940s to last year's leavers and everyone in between, today's OA Club is more vibrant and active than at any time in its recent history.

Abingdon School, the OA Committee and staff have worked together to invest and modernise the way the OA Club operates. The OA Club and Development department operate as one team at Abingdon, producing a busy calendar of events ranging from sport fixtures, career networking opportunities, reunions and social gatherings.

This role, along with the OA Club Officer, is at the centre of the OA Club's work, jointly delivering the annual programme of events, activities and communications.

#### **Job Purpose**

The role of the Events & Development Officer is to plan, publicise, implement, and evaluate a wide range of alumni (and school) events, activities and programmes as well as alumni communications. In addition this role provides support to the Director of Development & Alumni Relations in coordinating the School's fundraising programme.

#### **Role and Responsibilities**

##### Alumni Relations: Events

Individual responsibility:

- Annual OA Sport Fixtures – rugby, football, hockey, cricket, tennis, croquet, badminton, squash, golf
- Reunion events for recent leavers

Securing the involvement of alumni representatives for:

- Sixth Form Careers Evening
- UCAS advice evenings for current pupils
- Sixth Form Work Experience Scheme
- Bespoke career pathway events

Support of:

- Annual Hong Kong Drinks Reception
- OA Club London Drinks Reception
- Year Group Reunions

### Alumni Relations: Communications

- Writing OA Club pages of Abingdon News (termly newsletter)
- Create and distribute OA E-Newsletter (half-termly)
- Manage social media activity and online communities. including posting regularly on Twitter, Instagram, Facebook and LinkedIn
- Update the OA Club website with latest news, event and fundraising details
- Producing the annual 32 page alumni magazine *Griffen*

### Fundraising

- Drafting stewardship and thank you letters to donors
- Supporting the Director of Development & Alumni Relations with researching, cultivating and soliciting potential and repeat donors
- Help in the coordination of fundraising and stewardship events
- Assist with fundraising campaigns such as the School's Annual Fund, bursary and legacy programmes and special appeals

### School Events

- Assist in the delivery of one-off school events as required e.g. the opening of a new sixth form centre in 2018
- Assist at annual school events such as Foundation Dinner

## **HOURS OF WORK**

This is a full-time position however there is the possibility to discuss flexible working arrangements such as a proportion of the contracted hours being worked from home.

The post holder must be willing to work occasionally outside regular office hours to support the delivery of the events calendar. This will include working evenings and weekends as required, which is off-set by time off in lieu. Travel within the UK will be required.

## **REMUNERATION**

The salary will be between £24,500 - £27,500 per annum dependent on skills and experience.

## **NOTE**

Potential candidates with queries not already addressed in this job pack might like to contact Alexa Broad, Director of Development & Alumni Relations, to have those questions answered. Please note though that this is not a necessary part of the application process and is really just to cover the possibility of very specific questions needing to be answered prior to an actual application. Contact for this should be made via email to [alexa.broad@abingdon.org.uk](mailto:alexa.broad@abingdon.org.uk).



## **EVENTS & DEVELOPMENT OFFICER**

### **PERSON SPECIFICATION**

#### **Qualifications**

- Qualified to degree level or equivalent work experience

#### **Experience/Knowledge**

##### *Essential -*

- Experience of planning, organising and managing events
- Experience of managing online and social media communities and writing for publications

##### *Desirable -*

- Experience of working for alumni bodies or charities

#### **Skills & Abilities**

##### *Essential -*

- Excellent interpersonal communication and relationship-building skills in order to engage and work with alumni, colleagues and other members of the wider Abingdon community
- Excellent written skills (grammar, spelling, punctuation)
- Excellent all round IT skills, including competence with all aspects of MS Office (including mail merge and Excel) and Google Docs

##### *Desirable -*

- Proficiency in the use of relational databases
- Proficiency in the use of InDesign and Photoshop
- Ad hoc photography skills at events

#### **Personal Attributes**

- Highly motivated, positive and enthusiastic
- Excellent timekeeping skills and sense of prioritisation
- Hardworking and committed
- Ability to work effectively both in a team and independently
- Excellent planning and organisational skills
- An eye for detail and commitment to accuracy
- An appreciation of a wide variety of sports (desirable)

#### **Safeguarding**

- Displays commitment to the protection and safeguarding of children and young people
- Values and respects the views and needs of children and young people

## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. Any reference provided must be from a senior person with appropriate authority. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants (including internal ones) for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous ten years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.



## Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.

## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous ten years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's Safeguarding Guidelines, which are in line with [Keeping Children Safe in Education 2018](#), [Prevent 2015](#), [Working Together 2018](#) and the Department of Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures (these are available online at <http://www.oscb.org.uk> and also refer to <http://schools.oxfordshire.gov.uk/cms/content/safeguarding>).

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education September 2018 (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy
- Data Protection Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Candidates should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if the applicant has been selected, and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.