

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### DEVELOPMENT OFFICER (ALUMNI RELATIONS AND EVENTS)







## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for pupils from the age of 11 to 18.

Inspiring facilities, together with expert, enthusiastic and imaginative teaching, provide rich opportunities for students participating in lessons, and a wide variety of sports and the performing arts.

The school's international make-up and outlook promote the principles of tolerance and open-mindedness. About 350 pupils board in the seven boarding houses, and students originate from some 40 countries worldwide.

Sevenoaks is one of the world's most successful IB schools, and is the top-performing fully co-educational IB school in the UK. In 2018 Sevenoaks was, for the second time in ten years, named The Sunday Times Independent Secondary School of the Year. Its students' achievements have been awarded the rare accolade of 'Exceptional' by the Independent Schools Inspectorate (ISI).

This excellence is achieved by bright, motivated students, inspired by highly qualified and dedicated teachers in well-resourced classrooms. The school has over 150 teaching staff, well supported by a large team of professional administrative and technical staff. A strong pastoral team of specialist tutors, boarding house staff and year heads give care and guidance, promoting student welfare and happiness. The mutual respect shared by students and staff generates a harmonious and purposeful atmosphere.

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings, is

beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A new world-class Science & Technology Centre and a Global Studies Centre for Sixth Form study opened in 2018. An additional boarding house for boys, a beautifully designed building on the western side of the campus in a landscaped area, was completed in summer 2019.

The school's strategic plan Horizon 2020 (<http://inspire.sevenoaksschool.org/our-priorities/>) is reaching fulfilment, and the school is now working on its successor Horizon 2032 (which will mark the 600th anniversary of the school). This next stage in the ambitious development of the school will seek to build continuity from Horizon 2020 to consolidate the school's strengths and distinctive identity for the next generation and beyond. There are four areas of focus: strengthening our broad education (academic, co-curricular, pastoral, service), developing the beauty and functionality of the campus environment, expanding influence and creating impact through partnership programmes locally, globally and digitally and increasing access to a Sevenoaks education through philanthropy.

The school has significant and growing connections with schools in the state sector, both at primary and secondary level. These, and other community service activities, are part of the educational ethos and curriculum of the school, for pupils, teachers and non-teaching staff. The school hosts a large number of activities for visiting local





schoolchildren, and provides training and networking events for teachers. There are numerous sporting, musical, drama and other activities, aimed at pupils, parents and members of the public. Out of term time, in addition to continuing with some of the outreach and community activities, the school also offers additional day and residential programmes to its own and other pupils and may also hire out its facilities from time to time to other organisations. In particular the sports and performing arts centres are used to generate commercial revenue in addition to being major educational facilities for the school. All of these activities in addition to the lively day to day academic life of the school ensure that excellent use is made of the assets and facilities.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org)

### Sevenoaks School Foundation

The Foundation was formed in 2004 to support the advancement of Sevenoaks School today and into the future. Over the past decade the Foundation has supported the development of outstanding new facilities for Sevenoaks School, including The Sennocke Centre in (2005), The Space performing arts centre in (2010), The Global Study Centre and Science and Technology Centre (2018).

The Sevenoaks School Foundation Office has a team of nine staff who work closely together in the delivery of development programmes which include communications, engagement, fundraising, and stewardship and advancement services. The development programme seeks to raise awareness and engage parents and alumni in the advancement of the school through appeals and campaigns. The most recent campaign raised in excess of £15 million in support of new facilities, bursaries and our new Institute of Teaching and Learning.

### The Role

To support the advancement of Sevenoaks School and the Foundation through the effective implementation and administration of engagement programmes including but not limited to alumni events and reunions, fundraising and stewardship events and support for the Friends of Sevenoaks School. A primary focus of this role will be the effective coordination and administration of the Old Sennockians (alumni) programme.

### Reporting to

This position reports to the Associate Director (Engagement) and works closely on a day-to-day basis with the Foundation Office team, academic staff and support staff.

### Responsibilities

Responsibilities include, but are not limited to:

#### Alumni Relations

- Coordinating the annual Old Sennockian membership and induction programme for school leavers.
- Supporting the effective administration of all aspects of the Old Sennockians membership programme.
- Implementing an agreed annual calendar of local, national and international events and activities for Old Sennockians (including reunions, branch functions and special events).
- Proactively contributing to the Old Sennockians communications plans, particularly through social media channels such as Facebook, Instagram, Twitter and LinkedIn.
- Assisting in the production of digital content for OS Connect – the Old Sennockians online community – and proactively helping to maintain the platform.
- Administering all enquiries from Old Sennockians.
- Acting as the primary point of contact for school staff wishing to identify and contact Old Sennockians.
- Maintaining and improving Old Sennockian data.





- Undertaking research into Old Sennockians as directed by the Associate Director (Engagement).
- Contribute to the effective administration of Old Sennockian surveys.

#### Friends of Sevenoaks (FoS)

- Assisting the Director of Development and Associate Director (Engagement) in the coordination and administration of all FoS programmes, initiatives and events.
- Providing secretarial support at FoS committee meetings as required.

#### Stewardship

- Support to the effective implementation of the stewardship programme, particularly stewardship events.

#### Data and Information Management

- Working closely with the Associate Director (Advancement Services) to maintain and improve data and all relevant information, working in accordance with all relevant legislation particularly, DPA, GDPR and PECR.

#### Other Duties

- Provide administrative support to all aspects of Foundation operations as requested by the Associate Director (Engagement) or the Director of Development.

### **Person Specification**

The successful candidate will enjoy working with others and will have excellent interpersonal skills. They will be a very strong communicator, in writing, by phone and in person, used to dealing with a variety of individuals.

### **Experience**

Previous experience of working in a school is not a requirement, but would be advantageous. However, lack of

experience should not discourage good applicants from applying for the position.

The successful candidate will be able to demonstrate:

- High level administrative skills.
- A good level of expertise in MS Office and CRM databases.
- A good working knowledge of event management and public relations.
- A working knowledge of posting and monitoring content on social media.
- The ability to plan and prioritise work streams.
- Knowledge and experience in the delivery of successful alumni programmes would be advantageous.

### **Working hours**

It is envisaged that for the right candidate this will be a full time, all year round post, working 40 hours per week. There will be some out of hours work and travel with this role.

### **Pension**

Membership of the support staff Group Personal Pension Scheme is available for the person in this role. If the successful applicant does not join the pension scheme and is eligible for Auto Enrolment, then they will be enrolled at the appropriate time in the school's Auto Enrolment pension plan. Further details can be obtained from the Human Resources department.

### **Holidays**

Holiday entitlement is 33 days paid holiday per annum including public holidays. All holiday needs to be approved in advance by line management. It is also expected that holiday will be taken during the school holidays.

### **Offer**



The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to; an enhanced DBS check, the taking up and verification of references, the verification of career history and fitness to undertake the role. We also reserve the right to contact any previous employers for a reference.

### **Child Protection**

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

The successful applicant will be required to complete the Disclosure Certificate System operated by the Disclosure and Barring Service (DBS) before taking up the appointment.

### **Note**

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role. The school is also constantly evolving and the post holder should expect to learn new skills and adapt to new structures as required to meet the changing needs of the school.

### **Application**

If you wish to be considered for this role, please complete the online application form. The form must be completed in full and submitted electronically. CV's should also be submitted but the CV cannot replace any information on the application form which must be submitted in full.

Please contact the HR Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or telephone 01732 467 740 if you have any questions about a completed application.