

"An individual approach to academic success"

Alumni Relations & Fundraising Officer





Safeguarding

Manor House School is committed to safeguarding the welfare of children and young people for which all staff share responsibility. We have an extensive policy regarding safer recruitment practices which ensures those unsuitable for working with children are identified at the initial stages. All staff in regulated activity with pupils are subject to the standard pre-employment checks including an enhanced DBS check. Volunteers and visitors are also subject to identity checks.

All staff have a responsibility for safeguarding the students with regular training and updates when required.

You may be liable to prosecution if you are found to be included in the Disclosure and Barring Service's/Disclosure Scotland's or on the Children's Barred List and engage, seek or offer to engage, in work which either involves contact with children or any opportunity for contact with children.



Dear Applicant,

Thank you for taking time to consider applying for the Alumni Relations and Fundraising Officer. I hope that after reading the enclosed information you will be excited and encouraged to join our team. We are seeking to appoint as soon as possible.

The successful candidate will be part of a professional and dedicated department and have some experience running events.

Manor House is a fantastic place in which to work. The pupils are highly motivated and fully engaged in the life of the school. We have a strong and experienced body of staff who are willing to work hard to ensure positive learning experiences for our students and very supportive parents.

All staff take on the responsibility for maintaining a positive atmosphere around the school on a day-to-day basis and modelling the qualities and values that we believe are important to encourage a love of learning and academic excellence.

I believe that this is an ideal post for someone who is ambitious, prepared to work hard and firmly committed to girls' independent education.

I very much hope that after your initial investigations, you can see that this role and school will provide the right candidate with a significant career opportunity and I trust that you are encouraged to apply.

Ms Fantham
Headteacher

About Us



Manor House School is nestled in seventeen acres of magical gardens, woodlands and sports fields that makes our beautiful school a very special place to learn and grow. The magnificent country house, complemented with state-of-the-art educational facilities, is brought alive by the creative and positive energy of the pupils who choose to learn here.

We are a selective independent school for girls aged 4-16 with a co-educational nursery, located in the village of Bookham, Surrey.

Manor House School is easily accessible from Leatherhead, Ashted, East and West Horsley, Cobham, Guildford, Dorking, Epsom and the surrounding Surrey villages. A comprehensive and efficient school

bus service transports girls to and from various locations in the mornings and afternoons from as far southwest as the historic town of Guildford through to Wimbledon.

Our vision is to ensure that pupils leave Manor House School with the confidence to pursue their dreams and ambitions, with qualities that ensure integrity and kindness and with experiences that foster a better understanding of democratic ideals and responsible citizenship.



School History

Miss Elizabeth Green and Lillian Wheeler originally founded the school in 1920 in Sidmouth, Devon with two small classes. Needing more green space, boarding facilities and a desire to be closer to the capital, they decided to re-locate to Surrey.

The Manor House and Lordship were bought by Miss Elizabeth Green in 1936. She needed a new permanent base for her school and in 1937, the school moved from rented premises in Mickleham to the Manor House. The house had been empty for some time, so the main house-rooms needed updating and altered to provide classrooms and accommodation. The founders of the school became joint Headmistresses, with a role of fifty girls and three boys. The school needed more space so having just moved in, workers began on the foundations for a new wing, situated on the left hand side of the house. "Arcot" Hall opened in November 1937 with a hall and gym downstairs and nine rooms upstairs for bedrooms and music rooms.

Manor House School has expanded over the years, adding Main Block, Mason Block and, in more recent years, the Nursery, Art/Textiles block and Music, Drama and Food Technology rooms.

Our aim at Manor House School is to develop happy young women who love coming to school and believe in their abilities to learn and succeed yet, when the time is right, are eager to enter the real world to apply the skills and knowledge that they have learned.



A Love of Learning

Academic
Excellence

Unforgettable
Experiences

Individual
Challenge

Happy and Healthy

Creative and
Collaborative

Future
Leaders

Our Values

Our School maxim- “an individual approach to academic success” brings to life our aim to develop happy young women who believe in their abilities and achieve their personal best.

Our seven core values, as seen opposite, underpin our school motto “To Love is to Live”.

We are proud of our beautiful facilities, our academic excellence, our technology to support learning and our achievements in a wide variety of activities and pursuits. GCSE and Prep School results are well above average and our staff are fully committed to supporting and advancing every girl academically, whilst ensuring that she is happy and participative and excels in a range of activities.

The positive and nurturing environment fosters a happy and healthy outlook and unforgettable experiences help to forge character and ensure individual challenge.



Our Team

Manor House School employs over one hundred staff in varying roles; all of which contribute to the on-going success of the school.

The beautiful grounds and community atmosphere of Manor House School make working within our team very special. You will integrate into school life encouraged by your mentor and your work will be rewarding and meaningful.

The non-teaching roles within Manor House School form a dynamic support team that maintains our consistent professionalism and aids our long-term strategies for the future.

All members of staff are actively encouraged to seek continuous professional development.

Benefits include a competitive salary, attractive pension scheme, life insurance and an employee assistance programme, favourable school holidays, free parking and opportunities to participate in our continuous well-being programme. During term time all staff are eligible for a free lunch and afternoon tea and you will be working amongst one of the most beautiful school surroundings in the country.

Job Description

Manor House School, founded in 1920, will celebrate its 100-year anniversary in the academic year 2020/21. This is an exciting time in our history and we are looking to re-establish and grow an alumni society and plan our Centenary Year celebrations. Additionally, we are looking to increase fund-raising initiatives as part of our future development plan and continue to support the work of the Friends of Manor House School.

The Role

The Alumni Relations and Fund-Raising Officer will work within the Marketing and Admissions team to meet the school's aims and is largely about communication. This is a new and key role primarily developing the school's relationships with its former pupils, parents and staff with a focus on communications, events and fund-raising. The role will include helping to plan and administer our Centenary Year celebrations and the successful candidate will assist the organising committee and FOMHS, when necessary, with fundraising initiatives. You will be part of a busy close-knit marketing and admissions team where life is fast-paced, but fun. You will report to the Head of Marketing and Admissions and work closely with the admin team and SLT.

The hours of work will be 18.75 hours per week over 2.5 days, 52 weeks a year from 8.30am – 4.30pm (full day) and 8.30 -12.30pm (half day), with half an hour for lunch. You will be entitled to statutory holidays including public holidays and we are happy to consider candidates who are interested in flexible hours.

We have started to establish connections with past pupils and staff but now require an energetic and dedicated resource to implement our strategy. The ideal candidate will be well organised and self-motivated with strong administration and planning skills. You will be a good communicator, orally and in writing, and possess an engaging personality that will use well-honed diplomacy skills when liaising with a wide range of external and internal stakeholders. You will also be able to demonstrate empathy with the Manor House ethos and a passion for the future establishment of a thriving alumni society and events programme.

You will be willing to learn, or already be confident using, social media platforms to connect with stakeholders in a way that fits with our ethos and enhances our goals. You will have some experience of working with databases in an administrative role and have either basic knowledge of website content management systems or be willing to learn how to administer web pages. A proven ability and passion to organise and run events is essential. An eye for branding and/or experience in print and digital media would be desirable but not essential.

This varied and exciting role offers the opportunity to get experience in a number of areas and a post that may develop over time. It may possibly involve occasional evening

or weekend work. This would be an ideal opportunity to build on an admissions/marketing/membership background or utilise previous fundraising experience in a school environment.

Key Responsibilities

- Review the amount of current alumni contacts, check validity of the data held through establishing postal and primarily email contact and update the database with amendments or new social media contacts on an ongoing basis. Obtain greater information from contacts on current career and experience on an ongoing basis
- Establish a recognised name for the alumni association via research with existing members and transpose to all platforms/contacts.
- Administer the alumni association, act as secretary to the association, and attend/schedule associate meetings and liaise with members.
- Agree branding of the association with Head of Marketing and work to incorporate into the School's Brand Guidelines.
- Set up/Manage social media platforms (FB, Instagram and LinkedIn Company Profiles) and monitor daily/regularly with news and archive posts to encourage engagement and growth of alumni community.
- Assist with the planning and management of recruitment campaigns and event marketing campaigns to past pupils and staff.
- Establish a social, cultural and reunion events programme (developed over time as the association grows) working with the Head of Marketing and key stakeholders to engage the alumni and inform of the Centenary Year programme.
- Invite alumni to key events in the school's annual calendar.
- Make database recommendations to the 'Data Officer' in order to ensure the current Donor system can provide the information that the school needs. Investigate a secure online network under development with Furlong for our community.
- Provide reports and recruitment/ event numbers to leadership team and governing body when required.
- Set up automatic administrative entry to the alumni association for Year 11 leavers for July 2019 onwards, and joiner paperwork. Agree components and benefits of membership for the alumni society.
- Compile regular e-newsletters sharing news, requests and information with Old Girls' around the world.
- Research articles and publication options for an annual magazine – or initially an addendum to the school magazine - available in print or online for alumni.
- Assist with administrating fundraising targets established by the Headteacher in 2018/2019 in the run up to the school's centenary anniversary in September 2020 working with key stakeholders. As part of this, help to develop a

comprehensive annual giving campaign supported by a class giving campaign to raise funds for the school for the centenary year target.

- Support the administration and planning of the final centenary event working with a committee of stakeholders.
- Assist with recruiting and oversee potential volunteer helpers as and when necessary.

The main duties are listed above but some individual tasks, which need to be undertaken, may not have been identified fully and employees will be expected to comply with any reasonable request to undertake extra work from either the Headteacher or the Senior Leadership Team.

Person Specification

Qualifications	Essential	Desirable
GCSE or equivalent in Maths and English	Yes	
Certificate in Fundraising		Yes
Experience Skills & Knowledge	Essential	Desirable
Strong administration and skills	Yes	
Marketing/Branding knowledge		Yes
Experience in fundraising	Yes	
Experience of dealing with different stakeholders	Yes	
Excellent communicator	Yes	
Business development skills	Yes	
Knowledge of social media platforms	Yes	
Events management to a high standard	Yes	
Experience using website content management systems		Yes
Strong organisational skills	Yes	
Experience working with databases	Yes	
Knowledge of Management Information Systems		Yes
Strong ICT experience including Microsoft Office	Yes	
Characteristics	Essential	Desirable
Commitment to the ethos and aims of the school	Yes	
Initiative and enthusiasm	Yes	
Good sense of humour	Yes	
Charismatic and friendly	Yes	
Hard working and resilient	Yes	
High expectations of self and others	Yes	



Application Process

Please submit your application form via the TES site to ejrose@manorhouseschool.org

If you would like to write to the HR department, please contact them on:

HR Department
Manor House School
Manor House Lane
Bookham
Surrey
KT24 4EN

If you have any further queries, please contact the HR department via the email above or call: 01372 455361

For any other enquiries please contact our main office on 01372 458538 or visit www.manorhouseschool.org