

SUTTON GRAMMAR SCHOOL

**Job Description**

**Post:** Alumni & External Relations Coordinator

**Salary/Grade:** SO1

**Reporting to:** Director of Finance & Operations

**Purpose:** To provide an effective support service to the School and Alumni

**The primary responsibilities of the External Relations Coordinator are to:**

* Develop and coordinate the alumni activities (Old Suttonians Association - OSA)
* Develop and support the Parent-Teacher Association (PTA)
* Coordinate a range of external communications, publications and activities
* Develop and support long term plans for fund-raising and development projects
* To establish, encourage and support high quality presentation, images, language and best representation of the school, Old Suttonians Association and PTA
* To be a member of the school administration and general office team as required

**Alumni (OSA)**

* To support the work of the Old Suttonians (OSA) past students association
* To act as a key link between the school and OSA
* To maintain the alumni and past pupil database and records
* To act as a first point of contact for alumni of the school and with the OSA
* To develop and support networking opportunities between alumni
* To develop and support networking between alumni and current students
* To develop opportunities for alumni to contribute to current school life
* To develop the joint cooperation of the school and OSA
* To develop and coordinate combined events of the school and OSA
* To develop and manage the OSA website, newsletters and communications
* To provide administrative support to the OSA

**Parent-Teacher Association (PTA)**

* To support the work of the PTA
* To act as a key link between the school and PTA
* To maintain the PTA contact list and assist with communications
* To act as a contact point for parents for events and other activities
* To support the joint cooperation arrangements of the school and PTA
* To support the coordination of PTA events
* To support the administration of the PTA
* To support the system for the PTA funding support to the school

**Communications, publications and activities (SGS)**

* To coordinate the organisation, updating and information of the school website
* To maintain the publication of the school prospectus and general publicity
* To provide administrative support to the School Archivists
* To coordinate the issuing of newsletters, Headmaster’s bulletins, letters to parent’s and other general communications as necessary
* To establish and assist with consistent and high quality communications being issued by the school to all external contacts and assist staff with high quality public relations approaches in these activities
* To support the organisation of events and activities to ensure the quality and suitability of communications and best presentation of the school
* To support the production of school publications such as The Suttonian magazine
* To manage and maintain central school contacts databases
* To provide support and coordination with key events such as prize-giving day, parents evenings, Year 7 welcome event, speeches night, Activities Weeks, etc
* To develop and maintain a central directory of school publicity material and archive records of photographs and related material
* To assist the Headmaster and DFO with the research, development and growth of the external relations activities through a pro-active approach to projects, fund-raising, sponsorship, donor stewardship parent contacts and alumni relations

**General**

* To be aware of and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
* To demonstrate high standards of presentation and communication
* Participate in training and other learning activities as required
* To attend and participate in events and meetings as required, sometimes outside of office hours
* To respect confidentiality at all times
* To respond to all reasonable requests from the Headmaster

Signature: ………………………………………… Print name: ………………………………………….

(Postholder)

Date: ……………………………………………….…..

Signature: ………………………………………… Print name: ………………………………………….

(Headmaster)

Date: ………………………………………..….