



Queen's College, London

Established 1848

Alumnae & Development Officer

Full-time, all year round

Queen's College, London is seeking a full-time Alumnae & Development Officer to provide hands-on support to the Director of Development, in the delivery of a comprehensive fundraising and alumnae engagement strategy. This is a brand new position and will involve the implementation of a varied range of appeals, events and campaigns across both Queen's College and Queen's College Preparatory School (QCPS).

Queen's College is a highly successful independent girls' senior school of 380 pupils, aged 11-18. The College is a member of the Girls' Schools Association and prides itself on its friendly and supportive atmosphere, highly valued by pupils, parents and staff. Established in September 2002 and located a short walk from the College, QCPS has enjoyed rapid growth to become one of the most successful preparatory schools in London. A number of QCPS pupils progress to the College at 11+.

Applications should be made on the Queen's College application form and sent to the Assistant Bursar by post or e-mail (rhall@qcl.org.uk) and accompanied by a supporting covering letter. Applications will be considered as they are received by the College. CVs will not be accepted.

The salary range for this role will be £25,207 – £30,433 per annum, dependent on qualifications, skills and experience.

The deadline for applications is midday on Monday 14 October 2019.

Queen's College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.