

Sutton Valence School
Sutton Valence
Kent
ME17 3HL
www.svs.org.uk



Development Assistant – October 2021

Sutton Valence School is seeking an enthusiastic and organised individual to work within a small team delivering a wide-ranging programme of alumni and community engagement. The post will involve the administration and development of the day-to-day relationship with alumni, as well as the School's wider community, including former staff and parents. As the first point of contact for those groups, the post holder will be required to represent the School, maintaining a personable and professional approach in ensuring that enquiries are responded to in an appropriate and timely manner.

The salary will be circa £10,000 per annum.

Further information about Sutton Valence School can be found on our [website](#). To apply, please click on the 'Quick Apply' button on our TES listing and complete an application form. Alternatively, an application form can be found on our School [vacancies](#) page.

Closing date for applications: Friday 24th September 2021

Sutton Valence School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



Sutton Valence School

A member of The United Westminster and Grey Coat Foundation
Founded in 1576 by William Lambe