



## Northbourne Park School Job Description

**Job Title:** Alumni and Parent Engagement Officer

**Location:** Prep and Pre –Prep School

**Reporting to:** Head teacher

### **Overall Purpose of the Job:**

- To foster connections and meaningful interactions with current parents and alumni, promoting the school community

### **Principal Responsibilities:**

- To maintain an accurate database of alumni families, in line with GDPR legislation
- To support the organisation and communication of events for alumni and their families
- To produce specific content for alumni communications
- To act as the contact point for the Friends of NPS, supporting events and fundraising initiatives
- To support the work of fundraising and development, encouraging a culture of giving
- Promote and safeguard and welfare of pupils and staff according the School's Health and Safety, Fire Safety, Child Protection and CLEAPSS regulations and guidelines.
- Fulfil other reasonable duties as directed by the Headmaster.

### **Personal Specification (Knowledge, Skills & Attributes)**

#### Essential requirements for the role:

- Imagination, commitment and ambition to develop community engagement
- Ability to communicate clearly and effectively
- Flexible and proactive attitude to work
- High standard of personal presentation
- ICT and Audio Visual Literate

#### Desirable requirements:

- Previous experience of alumni engagement and development
- Previous record of successful fundraising

### **Hours and Salary**

16 hours per month paid at £12.50 per hour

### **Safeguarding**

Northbourne Park School is committed to safeguarding and promoting the welfare of children. Candidates will be required to complete an application form and produce original documentation of certificates and degree qualifications. An enhanced DBS clearance check will be undertaken for the successful candidate. All staff members at the School are expected to fulfil their obligations and responsibilities in safeguarding and promoting the welfare of children.

*March 2024*