



## Notting Hill & Ealing High School

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### Alumnae Relations Officer

#### Notting Hill and Ealing High School

NHEHS is a leading independent, selective girls' school located in Ealing, west London. We teach approximately 900 girls aged 4-18. There are 300 girls in the Junior School (4-10+) and 600 girls in the Senior School, of whom about 150 are in the sixth form.

The school is very highly regarded particularly for the way in which it achieves outstanding results within an exceptionally warm and supportive community. It is a very friendly place to work and you will be joining a school in which teaching and support staff enjoy working effectively alongside each other. In addition, you can expect to benefit from the security, resources and development opportunities which come with working for one of the 26 schools which make up the Girls' Day School Trust, the UK's largest organisation of independent schools.



#### Background

The school has an active and extremely loyal Old Girls' Association (OGA) whose members have not only maintained longstanding links with the school but also lifelong friendships with each other.

Traditionally the OGA was a membership organisation run by volunteers. It kept its own records and managed its own limited programme of events. In addition, details of NHEHS alumnae going back many years were held centrally by the GDST who run an organisation-wide, Alumnae Network with over 60,000 members from all 26 schools that make up the Trust.

In 2014 the Committee of the OGA handed over most of their responsibilities to the school and to a newly appointed Alumnae Relations Officer. The Alumnae Relations role at NHEHS is now firmly established. In the past eighteen months a programme of events has been initiated, publications have been revamped, the records held by the OGA and the GDST have been merged into a single database, all Leavers now automatically become members of the OGA with no subscription charged and a presence has been established on social media. The opportunity now exists to build on this considerable success, maintain momentum and help fashion a modern OGA with a profile which is relevant and engaging to alumnae of all ages.

## **The Role**

To begin as soon as possible and working with the Head and Director of Marketing the Alumnae Relations Officer will have strategic and tactical responsibility for the School's alumnae relations programme. Our aim is to offer an active and growing programme of events and communications which will enable all NHEHS alumnae to re-connect with one another and to benefit from all that the alumnae network and the school have to offer.

We are also committed to making the skills and talents of this community of benefit to our current pupils. For example there is the opportunity to work with the Head of Sixth Form and the Head of Careers in developing connections between recent leavers and those about to start at university. This brings to the post a real and enjoyable connection with both students and teachers.

## **Main responsibilities:**

1. To represent the school in all matters relating to alumnae. This will include attending meetings of the Old Girls' Association (OGA) Committee.
2. Initiating, organising and attending a range of events (including weekend and evening reunions, lectures and networking opportunities)
3. Creating content for, producing and distributing a series of communications and publications to engage alumnae of all ages, including e-bulletins and introducing and developing the use of social media networks such as LinkedIn, Facebook and dedicated alumnae website pages
4. Developing systems for re-connecting with alumnae and regularly communicating with alumnae
5. Oversight of the database and day-to-day responsibility for ensuring it is accurate and up to date
6. Developing communication and relationships with the OGA and providing them with administrative and operational support as necessary
7. Providing a professional and welcoming response to visits, e-mails, telephone calls, and mail from alumnae, offering a personalised response to each contact
8. Liaising with departments within school to co-ordinate events, for example, the music, drama or catering departments
9. Liaising with the Head of Sixth Form and Head of Careers to further develop our network of alumnae willing to act as mentors or advisors to current girls and to other alumnae seeking help with their careers or university choices
10. To further develop our programme of alumnae activity in line with the overall aims of the school
11. To contribute to Alumnae Relations publications, events and networking opportunities organised and offered by the GDST.
12. To work in close co-operation with the Head and Director of Marketing in identifying alumnae who can help with fundraising initiatives and events. While the Alumnae Relations post is not at this stage envisaged as having direct Development or Fundraising responsibilities it might be of interest to someone looking to develop a career in these areas.

## **Education, skills and experience required:**

- Education to degree level or equivalent
- Excellent communication skills whether in writing, telephone or in person
- High levels of attention to detail and accuracy
- Evidence of strong, proactive organisational skills, including the ability to prioritise work and handle a variety of projects at the same time
- Excellent IT skills including updating websites, e-mail campaign software and online marketing
- Able to form positive relationships with alumnae, parents, students, staff and others who have a stake or interest in the school
- An outgoing personality with good interpersonal skills and confidence in social situations
- A flexible approach to work, given that some evening work and weekend work will be required from time-to-time
- An understanding and interest in alumnae relations within an education environment
- Some experience of event management would be an advantage as would some experience in a relevant field eg education or marketing
- Specific training will be given where necessary but knowledge of Indesign and some experience of working with and managing CRM databases (eg ThankQ, Raiser's Edge etc) would be an advantage.

## **Further details:**

The Alumnae Relations Officer will report to the Director of Marketing and salary will be in the range £ 26 535 - £ 31 842, subject to experience.

This is a part-time appointment (all year round), working three days per week, with occasional responsibilities on weekends or evenings (for which time off in lieu will be given where practicable).

The GDST has a defined contribution pension scheme.

A free lunch is available (term time only).

30 days' holiday (pro rata) in addition to the normal 8 public holidays.

The school offers a reduction on tuition fees for daughters of employees (conditional upon successful completion of a probationary period and subject to the usual entry requirements).

The GDST offers a programme of advice, support and training to the growing number of Alumnae Relations and Development staff employed in GDST schools. There are opportunities for these staff to meet formally but they are also make up a highly useful network for informal exchange of ideas and experience.

## **Application:**

To apply for support vacancies applicants must send:

- a completed application form and equal opportunities monitoring form (available below)
- a detailed CV
- the name, email address and telephone numbers of two professional referees

Applicants must please ensure that they read the relevant job description and provide evidence of any relevant and suitable qualification, experience, or further training required for the role.

Completed applications should be sent to:

Ms Lucinda Hunt, Head  
Notting Hill & Ealing High School  
2 Cleveland Road, London W13 8AX  
or may be emailed to: [recruitment@nhehs.gdst.net](mailto:recruitment@nhehs.gdst.net)

Closing date: Friday 2nd September 2016 (by midday)  
Interviews: 8th and 9th September 2016

Notting Hill & Ealing High School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS. Applications will be considered only from candidates who are eligible to work in the UK.

[Application Form](#)  
[GDST Support Staff Pay Leaflet](#)