



Stoke Newington School  
& Sixth Form

# Job pack

## Job description

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Job title:	Alumni Coordinator
Directorate:	<i>Stoke Newington School</i>
Reporting to:	Director of Resources
Grade:	Scale 6 (approx. £27,000 pro rata), 1 day per week, 39 weeks +1. (Fixed term until 31 <sup>st</sup> July 2017, with a possibility of extension)

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Purpose of the post:	<ul style="list-style-type: none"><li>• To develop, lead and manage the alumni network</li><li>• To explore how alumni can support the school both with curriculum activities and financial support</li><li>• To lead on key alumni events including the 35<sup>th</sup> SNS Birthday celebrations</li><li>• The following is only an outline of the duties and responsibilities of the post, which may change from time to time.</li><li>• This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the School.</li></ul>
Main duties and responsibilities:	<ul style="list-style-type: none"><li>• To develop and manage the school's alumni database.</li><li>• To lead on Alumni activities across the school, linking with Future First as appropriate</li><li>• To plan and organise a number of events across the school and community celebrating the schools 35<sup>th</sup> birthday.</li><li>• To ensure that any organised events cover their costs</li><li>• To establish a system of 'thanks' for all donors.</li><li>• To ensure that all administrative duties, 'housekeeping', checks and documentation are completed to the required level of accuracy including correspondence, returns and reports.</li><li>• To complete a six weekly report to line manager and headteacher, and a termly report to governors detailing progress against objectives.</li></ul>
General requirements:	<ul style="list-style-type: none"><li>• The post holder must at all times carry out his/her responsibilities with due regard to The Learning Trust's policy, organisation and arrangements for Health and Safety at Work. It is your responsibility to carry out your duties in line with The Learning Trust's policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.</li><li>• You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.</li></ul>

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### *Person Specification*

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	✓	✓
1. Educated to degree level or equivalent experience.	✓	
<b>Experience</b>		
2. Event management experience	✓	
<b>Knowledge</b>		
3. Knowledge of relevant administrative processes.	✓	
4. An understanding of the learning environment in which schools operate, including curriculum planning and delivery.		✓
<b>Skills</b>		
5. Leadership skills and the ability to inspire and motivate supporters and colleagues	✓	
6. The ability to plan and organise events	✓	
7. Excellent project management skills	✓	
8. Excellent communication (including written and verbal) skills, appropriate to the need to communicate effectively with colleagues, governors and external organisations.	✓	
9. Strong interpersonal skills and the ability to network and build relationships and relate well with people at all levels.	✓	
10. Good IT skills and MS Office software knowledge (including Excel, Powerpoint and Word)	✓	
11. The ability to the self-managing and to prioritise workloads effectively.	✓	
12. The ability to work independently and on one's own initiative.	✓	
13. Discretion – confidentiality in all aspects of this post is essential.	✓	