



Application Pack

Lettings & Alumni Officer

Salary: £16,409 per annum (£24,614 FTE)

Part Time - 25 hours a week

Start Date: Immediately

Closing date: When filled



Welcome from our Principal

Dear Candidate,

Thank you for your interest in the role Lettings & Alumni Officer. I am delighted that you are considering applying to take up this exciting position at Michael Hall School.

The Waldorf approach to education, the foundation of our learning at Michael Hall, is both innovative and insightful. Our students achieve highly across a wide range of areas, each one carefully crafted to meet them appropriately at their childhood developmental stage.

With over a hundred years of experience to draw on, as well as membership of an international community of schools, the success of our approach to education is well-proven. Central themes of innovation and enquiry, along with self-reflection and creativity, ensure that it remains at the forefront of contemporary education in a fast-changing world.

Our learning at Michael Hall extends well beyond the academic. Students make the most of our incredible outdoor facilities, such as the walled vegetable garden, the theatre, handwork huts, lake and extensive woodlands. Our trips and residential visits offer students a range of exciting, immersive learning experiences, and add enormous value to their conceptual understanding in class.

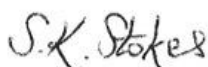
We strive for and deliver excellence in all aspects of our educational provision. We believe wholeheartedly in creating a community that is centred on kindness and compassion for others and in developing pastoral systems that support our children and their families through whatever challenges they may be facing. Every child in our care is encouraged to find their voice and flourish.

The successful candidate will be joining a school that is looking forward to a very bright future. Alongside key facility development, we are looking to strengthen all areas of our provision, not least the recruitment and retention of outstanding staff. We are nestled within an extensive estate, supported by Historic England, and situated on the edge of the Ashdown Forest. Many of our existing buildings are steeped in history dating back to the 1700s, which sit alongside a more modern, state of the art Gym and a world class Theatre.

Our provision ranges from when parents begin to bring their children to our hugely popular Parent and Child groups, through to when the students are ready to leave us at 18. Most recently, our application to extend our current Kindergarten to welcome children from the age of two has enabled us to enrich the experiences for the very youngest children in our care.

My hope is that you are inspired and encouraged enough by what you read in these pages to apply and that before very long, we will be welcoming you to our wonderful community at Michael Hall School.

My very best wishes for your application,



Sarah Stokes

Principal

Lettings & Alumni Officer

Thank you for your enquiry about the above vacancy.

In this application pack you will find information about the position, a **job description** which outlines the tasks that the successful candidate should expect to undertake once in post, and a **person specification** which outlines the kind of person we are looking for. Some general information about the school, our Safeguarding Policy and a **standard online application form** for all vacancies can be found in the Job Opportunities page of the school's website.

Please read this information carefully.

The details of this role are as follows:

Working hours:	25 hours a week. Monday-Friday, office hours. Some flexibility required to cover occasional out of hours events
Contract Type:	Part time, fixed term 1 year. 5.6 weeks annual leave including bank holidays. Full time support staff are considered for additional holiday (paid) over Christmas – this is non contractual and variable each year.
Salary:	£16,409 per annum (£24,614 FTE)
Start date:	Immediate
Probationary period:	6 months

If you have any queries or need further information about the position, please do not hesitate to contact a colleague from the People and Culture team on 01342 822275 or email HR@michaelhall.co.uk

I look forward to receiving your application.

Yours faithfully,



Rowan Michael

Head of People and Culture

Job Description

Information about the role

Set in the beautiful grounds of Kidbrooke Mansion in the gateway to the Ashdown Forest, 30 miles south of London, Michael Hall School is the oldest Steiner Waldorf school in the UK. The School has a thriving community of parents, teachers and students, centred around this distinctive and much honoured approach to education.

We are looking for a passionate and driven Lettings & Alumni Officer to raise the profile of Michael Hall School across multiple online and offline platforms and enhance the income potential of our facilities.

This is a new role and requires someone with real vision, imagination, creativity and the ability to deliver strategy and promote commercial success. As Lettings & Alumni Officer under the direction of the Head of Operations, you will develop relationships with key stakeholders to secure successful fundraising and facilitate/promote key events throughout the year. A key aspect of the role will be to develop additional revenue streams through the enterprise opportunities afforded by our beautiful grounds and the varied opportunities available from our school assets – from weddings to lettings to our café initiative.

Required Behaviours and Responsibilities

Lettings

- Management of regular ongoing bookings including customer relations, venue booking, logistics, internal communications, calendar management and liaising with finance
- Management of Lettings mailbox and calendar
- Implementation of the Lettings plan to develop and promote the school as a multi-use venue
- Implementation of a dedicated marketing strategy with the Head of Operations to promote external events
- Enhance, promote and manage the school's lettings programme with the goal of increasing revenue

Alumni

- Review and management of a central database of Alumni
- Review of existing permissions under GDPR and existing CRM management
- Management of all Alumni communications and enquiries
- Implementation of the alumni programme, including events
- Organisation and liaison for annual reunions for each year by decade
- Coordination and set up of the Alumni stand at Midsummer Festival
- Support with the development of plan for Alumni community for future engagement and connection

Events and Fundraising

- Implement a fundraising strategy
- Establish a range of new income streams
- Support with fundraising events that engage the school with the local community

Other

- Support with administrative tasks for the Business Leadership Team where needed

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the School in relation to the post holder's professional responsibilities and duties. There may be a requirement to perform any other tasks as reasonably required by the Principal or Head of Operations.

Person Specification

	<i>Essential</i>	<i>Desirable</i>
Education, Qualification & Knowledge	Educated to at least A level	A qualification in a related field Understanding of Steiner Waldorf Education
<i>Experience</i>	Excellent knowledge of Word, Excel and highly proficient with IT Exceptional administration skills Prioritise a demanding workload To be able to work to deadlines Outstanding written and verbal skills	Previous admin experience within a school environment Experience of managing the lettings of school facilities Experience of event management and revenue generation
<i>Skills & Personal Qualities</i>	Enjoys working with people Committed to safeguarding and promoting the welfare of children and young people Excellent interpersonal skills Pro-active & solution focused Professional approach to work, combining integrity and respect for confidentiality at all times Team-minded, but willing to speak freely and constructively	

Application process

To apply for this role, you will be required to complete the school's standard online application form (which you can find on the Job Opportunities page of our school website).

Please note that it is not necessary to attach a separate CV, although you may do so if you wish – however, we still require a fully completed application form.

You will be notified as soon as possible after the closing date, if you have been selected for an interview.

If you do not hear from us within 7 working days following the application deadline, regrettably your application has been unsuccessful on this occasion.

Previous applicants need not apply.

We reserve the right to appoint before the closing date.

Michael Hall School values the diversity of its community and aims to have a workforce that reflects this. We therefore encourage applications from all sections of the community. Michael Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All positions are subject to an enhanced DBS check.

BENEFITS OF WORKING AT MICHAEL HALL SCHOOL

- Free parking on site
- Staff discount on fees for children
- Bike to work scheme
- Access to discounts at retailers and more through our partnership with Bright HR

For more information and to find an application form, please visit our website:

<https://michaelhall.co.uk/job-opportunities/>

or call the People and Culture team on **01342 822275** for a confidential conversation.

Michael Hall School is committed to safeguarding and promoting the welfare of children, and expects all staff to share this commitment. A successful application will be dependent upon a satisfactory enhanced DBS check and other safeguarding checks and screening, including references. All staff have a key role to play in identifying concerns early and in providing help for children, and are expected to act in accordance with the School's Safeguarding & Child Protection Policies which are available on our website.