



JOB DESCRIPTION

Alumni/Fundraising Administrator

Responsible to: Office Team Lead

Functional Relationships with: Archivist, Past Pupils and Friends Association, Senior Leadership Team, other members of staff and public and members of the Board.

Hours of Work: 9:15am to 2:45pm - 25 hours per week, 40 weeks per year (term-time only).

Annual Term of Engagement: Permanent

Terms of Employment: As per the Support Staff in Schools Employment Agreement 2019. The position is salary graded in the range of rates available under Grade C.

Purpose of position: To develop networks in the wider past pupils community and coordinate local fund-raising activities of the school.

Key Responsibilities	Appraisal indicators
<p>Administration Support Coordination of the relationship links between PPFA, Archivists and the school</p> <p>Development of Alumni links</p> <p>Supporting the school’s learning programme by maximising fundraising opportunities in both current and past community of learners</p> <p>Manage all grant applications</p> <p>Office back-up support for front office functions</p>	<p>PPFA, Board and Archivist staff report positive relationships with administrator</p> <p>Local Fundraising endeavours result in higher levels of local funds being generated year-on-year</p> <p>Grant applications and reporting requirements are completed within agreed time frames.</p> <p>Student, other staff and caregiver surveys report a positive reception from office staff</p>
<p>Communication Regular collaboration with archivist, PPFA, other admin team members, and teachers to ensure effective</p>	<p>Student, staff and caregiver surveys report positive communication</p> <p>Publicity material is of a high visual standard, accurate, error free and within budget expectations</p>



communication with current and past school communities	
Restorative Practice (RP) Guided by the school's Restorative Practice Handbook of working with students rather than doing it for or to them	Student, other staff and caregiver surveys report positive interactions

Skills and Abilities
<ul style="list-style-type: none"> ● Pro-active “can do” attitude ● Project management skills - excellent level of personal organisation ● Event management skills ● Good communicator with differently aged customers ● Adaptable, flexible, trustworthy and reliable ● Team player and able to work independently ● Having empathy and patience ● Professional judgement ● Knowledge of computer programmes used by the school ● A life-long learner and therefore a good role model for others ● Reflective thinking and practice - asking what could be done better/differently to overcome barriers and provide efficient administration

Specific Tasks and Duties
Administration Support <ul style="list-style-type: none"> ● Be the “go to” person for alumni inquiries ● Manage a grant and funding database ● Complete all grant or funding applications on behalf of the school ● Complete all successful grant reporting elements ● Produce communication material to raise the profile of the school to the wider community ● Manage any spending within budget guidelines
Health and Safety <ul style="list-style-type: none"> ● Support the school's trained first aid officer when they are not available or in an emergency and report any hazards to the appropriate person
Restorative Practice (RP) <ul style="list-style-type: none"> ● Be familiar with the school's Discipline Guidelines and Procedures (which includes the RP Handbook) and ways to deal with student behaviour which fosters trust and respect ● Participate in any mediation or conversations under the RP framework of tools



<p>Communication</p> <ul style="list-style-type: none"> • Provide office cover for other admin staff when required • Answering the phones in a timely manner. • Regularly communicate with Line Manager, and members of the wider alumni/archive community • Work collaboratively to achieve the school goals for student learning • Attend regular support staff meetings and professional development opportunities
<p>Management - There are no management requirements for this position</p>

General responsibility: Guided by school policy, provide a safe, secure, supportive place where every student and staff member can feel safe. Identify hazards including potential mental and physical health issues or dangerous behaviour, dealing with them or reporting them in a timely manner. Be familiar with the school's policies and procedures, with particular reference to the Health and Safety Policy (Student Wellbeing), Discipline Guidelines and Procedures and the school's Privacy Policy. Other duties as reasonably required by the line manager.

Elements of the role	
Level of skill and knowledge	Level 1 2 3 4 (<i>highlight one</i>)
Degree of problem-solving ability	Level 1 2 3 4 (<i>highlight one</i>)
Degree of freedom to act independently	Level 1 2 3 4 (<i>highlight one</i>)
Degree of accountability	Level 1 2 3 4 (<i>highlight one</i>)
Level of supervision and/or management	Level 1 2 3 4 (<i>highlight one</i>)

Grade/Step: C (3) / 9-14

Employee name: _____ [name]

Line Manager: _____ Hayley McLean

Date: ___ / ___ / ___

Approved by:	Craig Braun, Business Manager
Date Approved:	December 2019
Reviewed:	November 2021