



FRAMLINGHAM COLLEGE

BOARDING & DAY SCHOOL (13-18)

Old Framlinghamian Co-ordinator (2.5 days a week)

This post involves coordinating the efforts of all those working on the relationship between the school, former pupils, parents and staff. You will be proactive in raising the profile of the activities of the Society of Old Framlinghamians and developing events and activities to further enhance this close relationship. Salary £8,239 per annum.

Application packs are available from Sally Wood, HR Manager on 01728 727218, by emailing swood@framcollege.co.uk and at www.framlinghamcollege.co.uk

Closing date: Wednesday 3rd July 2013.

Framlingham College 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 Disclosure and Barring Service.



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JOB DESCRIPTION – PT OLD FRAMLINGHAMIAN CO-ORDINATOR

Reports to:	Finance Director
Hours:	20 hours per week (2.5 days) to be delivered flexibly throughout the year to ensure the Development office delivers an effective service
Weeks:	52 weeks a year
Holiday:	25 days plus bank holidays pro rata
Pension:	Contributory scheme available.

Job Purpose:

To co-ordinate the efforts of all those working on the relationship between the school, former pupils, former parents and former staff.

Key Responsibilities:

The following list indicates indicative areas that are expected to be covered by the post holder. This is not an exhaustive list and the post holder will be expected to show flexibility and assist with other tasks of a similar nature. The post holder will also be expected to work at Brandeston Hall as well as Framlingham College as necessary and to cover the work of other administrative roles at either school, as directed.

- Actively promote liaison with the Society of Old Framlinghamians (SOF) and all alumni, acting as the primary contact at the senior and junior schools for all joint activities, including managing College staff interaction, organising joint events and developing new initiatives.
- Act as initial contact for Development, including donation and fundraising, enquiries.
- Assist with, and deliver where appropriate, the co-ordination, planning and delivery of alumni relations and other joint-alumni/marketing events, e.g. dinners, garden parties, charity events.
- Act as the first point of call for alumni relations enquiries and ensure prompt responses in writing where appropriate.
- Co-ordinate, and deliver where appropriate, alumni visits to BH and FC.
- Co-ordinate a programme of contacts with the individuals identified on the database.
- Ensure the database records are accurate and up to date.
- Provide support to the Headmaster, SMT and other members of FC and BH staff involved in development and fundraising activities.
- Maintain data on donations to Framlingham College..

- Co-ordinate College representation at SOF dinners and other alumni events on and off-campus.
- Maintain accurate filing systems both electronically and manually to facilitate the efficient running of the Development Office.
- Work closely with the Marketing Officer to contribute to a joint initiative of presenting the school in a proper and positive manner to all interested parties.
- Co-ordinate and facilitate communication between OFs and school staff to ensure the website, yearbook and archives are all maintained appropriately, and all reunions, dinners, sporting events etc are organised and delivered, providing active support where necessary.



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PERSON SPECIFICATION – PT OLD FRAMLINGHAMIAN CO-ORDINATOR

Job Requirements:	Essential:	Desirable:
Experience	<ul style="list-style-type: none"> • Experience of working in a busy office. • Data inputting. • Using spreadsheets and Word processing. • Affinity with Independent Schools. 	<ul style="list-style-type: none"> • Familiarity with working in a school environment. • Former pupil at Brandeston Hall or Framlingham College.
Knowledge/Skills	<ul style="list-style-type: none"> • Educated to GCSE or equivalent. • Strong administrative skills. • Ability to work with high volumes of information; • IT literacy – including Word processors, spreadsheets, email. • Excellent communication skills; both oral and written. 	<ul style="list-style-type: none"> • Educated to A Level or equivalent. • Ability to set up and improve procedures and IT systems. • Working with databases.
Personal Attributes	<ul style="list-style-type: none"> • Flexibility and adaptability • Excellent attention to detail. • Polite and helpful attitude. • Willingness to work as part of a team. • Willingness to develop new skills. • Positive “can do” attitude. • Reliable. • High level of confidentiality, discretion and tact. • Ability to prioritise tasks and organise time effectively. • Willingness to respond to changing priorities. 	<ul style="list-style-type: none"> • Calm, approachable and adaptable. • Able to show initiative. • An ability to learn new skills quickly. • Self-motivated. • Good sense of humour.
Safeguarding Children	<ul style="list-style-type: none"> • Awareness of safeguarding issues 	