

SENIOR DEVELOPMENT & ALUMNI RELATIONS OFFICER, TIFFIN SCHOOL Kingston upon Thames

Full Time, term time plus two weeks in the holidays or part time will be considered, as will some flexibility to work from home.

TO START September 2022

SALARY: The salary range, based upon experience, **£33,909 - £36,378 FTE** (which would be £30,648 - £32,880 for **Full Time – term time + 2 weeks in the summer**)

This is an exciting opportunity for an experienced individual to involve themselves in a key aspect of the School's development, and to develop the role and fundraising into new areas.

You will be involved in the growing area of fundraising within the School. Working under the direction of the Director of Finance you will be implementing and developing our alumni and parent engagement and fundraising strategy, and working to maintain and increase our charitable giving.

The role offers plenty of opportunities to build on existing good work and has abundant potential to expand the reach, and increase the impact of the Development Office.

Tiffin School is a boys' selective state school with a mixed Sixth Form. It has a vibrant and friendly staff, with a diverse mix of teachers and support staff. The location is close to Kingston town centre, with excellent public transport links to Central London. We are close to Richmond and Bushy Parks, and the Surrey countryside. **Benefits include:** season ticket loan/Cycle to Work scheme/salary advance scheme for a rental deposit/free on-site parking /enhanced maternity benefits/two week Autumn half term break and Local Government Pension Scheme. For a good feel of the School, please look at the Head's Newsletters on the website.

Please see our website for the Recruitment Brochure, the Person Specification, Job Description and application form. Only fully completed application forms received by the stated deadline for applications will be accepted as valid applications.

Start Date: September 2022

Closing Date: noon on 4th July 2022

Please e-mail your application to vacancies@tiffin.kingston.sch.uk by noon on Monday **4th July 2022**