

Job Description

1. **Job Title:** Eastbournian Society and Development Office Administrator
2. **Responsible to:** Development Director
3. **Duties and Responsibilities:**
 - a) Assisting in the efficient running and administration of the Eastbournian Society and Development office.
 - b) Providing administrative and PA support to the Development Director, This includes diary management, liaising with the Parents' Steering Group, liaising with HSMs and HoDs.
 - c) Updating and maintaining the schools' development database website (Toucantech) with details of former pupils and their parents, current parents and all current and former members of staff across both schools.
 - d) Responsibility for clubs on the website and building the profile of different ES segments across the globe.
 - e) Supporting the organisation of events such as the Founders and Benefactors Day and Foundation Golf Challenge and any other events which relate to and promote the fundraising and friendraising of Eastbourne College, St Andrew's Prep School and the Eastbournian Society.
 - f) Restructuring and maintaining electronic and paper filing systems. This may include supervising/chaperoning volunteers to complete this work.
 - g) Attending and supporting receptions and/or evening/weekend meetings as required and in rotation with the rest of the team. Acting as secretary and taking minutes at meetings pertaining to the Development Office. Helping to plan and prepare presentations for committee and governor meetings.
 - h) Keeping social media platforms used by ES and Development Office maintained and updated to promote better engagement with ES community. (e.g. Instagram / LinkedIn)
 - i) Monitor and maintain accurate recording of financial information as required in support of the Database and Comms Manager and Development Officer. This

includes monitoring ES budget, paying invoices, completing expense forms as requested.

- j) Making travel arrangements for the Development Director's visits overseas.
- k) To work closely with the Procurement and Retail Manager as well as other relevant members of staff (e.g., Director of Sport, Head of Arts Awards, Textiles) to develop a profitable range of goods to sell to alumni (esp. female) e.g., keep cups, hoodies, water bottles, belts etc.

4. Skills required

- a) Strong IT skills and passion to learn new systems i.e., to be trained to be a Toucantech super user. Also proficient in the use of Microsoft – Outlook, Word, Excel, Powerpoint, (to be tested at interview).
- b) Highly personable individual who can demonstrate flair, initiative, common sense and an ability to relate to a wide cross-section of people.
- c) A self-starting and efficient individual who enjoys attention to detail and who is systematic in their approach to work.
- d) An ability to take accurate notes at meetings and to disseminate these in a timely fashion.
- e) An enthusiasm to be part of the wider thriving community of the College.
- f) A team player who has the ability to work on their own initiative.
- g) An understanding of the need to support fundraising campaigns.
- h) An ability to deal effectively on the telephone with people at all levels.

5. Terms and Conditions

Salary: £12,000 per annum.

Hours of Work: This is a part time-time post (30 hours weekly term time only (33 weeks)) to be worked between the hours of 8am and 6pm Monday to Friday. With the flexibility to work some evening and weekends to support events for which time can be taken off in lieu. Some events take place away from the College for which any out-of-pocket expenses will be reimbursed.

Holiday: Pro rata of 5 weeks holiday plus bank holidays to be taken in the College holidays. (Holiday pay is included in the salary). Christmas shut-down week.

Pension Scheme: Membership of the College contributory Stakeholder Pension Scheme. Employer contribution of 5% of basic salary.

Life Assurance: 3 times annual gross salary.

Other Benefits:

- Free lunchtime meal in College Dining Room
- Annual pay review in September of each year
- Free use of certain College sports facilities.
- Free tickets to College productions.
- Employee Assistance Programme.

6. Application process:

- To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the 'Apply Now' button to complete the mandatory application form. An up-to-date CV and covering letter may be uploaded with this online application form.
- The closing date for applications **30 October 2023**.
- For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452300.

Safeguarding and Equal Opportunity Statements

Eastbourne College (Incorporated) is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to an enhanced DBS check, pre-employment medical questionnaire and positive references.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the Charity is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.