

Alumni and Development Officer

**NJC scale point beginning at JG14 (£22462 at 1 April 2019 FTE)
Flexibility offered in terms of working, although 3 days per week is seen a minimum**

Required for September 2020

Due to the retirement of the existing post holder, we are looking to recruit a dynamic and forward-thinking person to the role of Alumni and Development Officer. The School is extremely fortunate to have a committed and loyal alumni network, as well as a supportive parental body. The present post holder has developed these networks and we are looking for someone to build on this success, whilst maintaining the traditions and ethos of the School and its community. As the main focus of this role is fund raising, it is expected that the role will be self-financing by funds raised from alumni, grant applications and bequests to the School.

The core aim of the role is to work with the Headmaster in developing links with the alumni network through the Queen Mary's Club (QMC) for the purpose of school promotion and fundraising. The successful candidate will also oversee the financial and administrative function of the Queen Mary's Association (QMA) as a parental fundraising body within the school.

The role is flexible, in order to meet the working requirements of the successful applicant, but it is a minimum commitment of 3 days per week.

We strongly encourage informal visits to the school with the opportunity to meet prospective colleagues and pupils. Please contact Carol Wood (HR Executive) to arrange such a visit, by emailing c-wood@qmg.s.walsall.sch.uk, or if you would like to discuss the role in further detail.

Applications should be made using the QMGS application form and accompanied by a covering letter to the Headmaster of no more than two sides of A4 in which you should set out how your experience and expertise match the requirements of job description and person specification. Please read the general applicant information pack, which is also available from the school website.

Closing date: Thursday 30th April 2020

Interviews: TBC

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Safeguarding and Safer Recruitment Policies can be found on our website.