



# Kimbolton School

CAMBRIDGESHIRE



## APPLICATION PACK

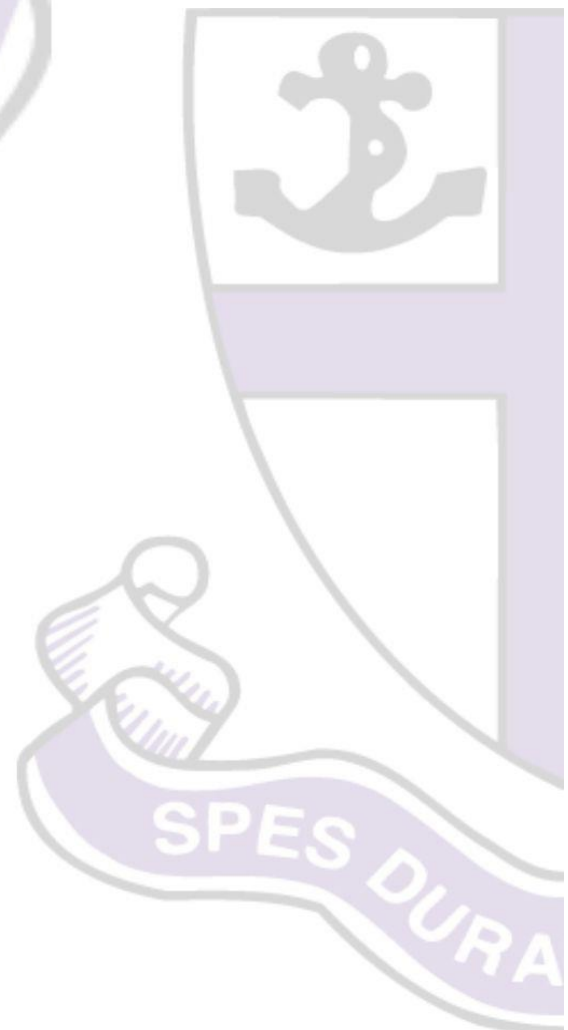
Alumni Officer  
To start as soon as possible

# Contents

- Welcome Message from the Headmaster, Mr Will Chuter
- Recruitment of staff
- The School
- Commitment to Safeguarding
- The Department
- Duties and Responsibilities
- Person Specification
- Terms and Conditions
- Method of Application
- Notes



T AVORUM



# Welcome from the Headmaster



I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

Will Chuter  
Headmaster

# Recruitment of Staff

Kimbolton School is committed to recruiting, developing and retaining high calibre teaching and non-teaching staff for our outstanding HMC school. All our staff, regardless of role, play an important part in the provision of our first-class education.

## Teaching Staff

We employ teachers who are conscientious, imaginative and committed to educating the whole person. Our continuous professional development scheme provides all academic staff with an opportunity to reflect on their practice and continue to develop their teaching and pastoral skills to the benefit of all pupils. We expect teachers to be fully involved in the extra-curricular life of our school too, encouraging pupils in their wider development through music, sport, drama, art, CCF, clubs, societies and trips. Sometimes these are out-of-hours, at weekends or during school holidays.

## Non-teaching Staff

Our non-teaching staff fill a wide variety of roles, both part- and full-time and some of them term-time only. They are very much part of our wider team and contribute to, and benefit from, the happy and positive feel of our school.

The School recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject, or identify people who might abuse children, or who are otherwise unsuited to work with them. In addition, recent government guidance, “Safeguarding Children – Keeping Children Safe in Education Sept 2024, specifically Part 3”, as well as specific guidance from the National Minimum Standards for Boarding Schools, help to form the basis of school policy. For further information about Kimbolton School's commitment to Safer Recruitment, please visit our [Policies page](http://www.kimbolton.cambs.sch.uk/policies) to read our Safe Recruitment Policy at [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)



You will find in this Application Pack further details about this exciting opportunity to join our friendly and enthusiastic staff team. Please refer to the Method of Application for details on how to apply. We look forward to hearing from you.



# Job Description

## Alumni Officer

### The School

Kimbolton School was founded before 1600 and is situated in 100 acres of grounds in the West Huntingdonshire town of Kimbolton. The School currently educates over 1,000 children aged 4-18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the former Grammar School site. The School employs approximately 400 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at [www.kimbolton.cambs.sch.uk](http://www.kimbolton.cambs.sch.uk).

### Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

### Kimbolton School Enterprises

Kimbolton Castle is a unique and truly memorable venue for every occasion. From weddings and family celebrations to business meetings, prestigious conferences and events, we host a wide variety of groups each year.

Out of term-time, our modern, well-equipped classrooms and 120-seat lecture theatre can become a high-quality venue for business events, which can be rounded off with a formal dinner or function in the Castle state rooms. The Lewis Hall, our 400-seat theatre, is also available for private hire.

Our beautiful and tranquil grounds are an ideal location for public or sporting events. Our sports hall and facilities are available for private hire at evenings and weekends and our swimming pool provides public swimming sessions and lessons throughout the year. Kimbolton swimming pool is also available for hire to local schools and swimming clubs in the Cambridgeshire area.

Historic Kimbolton Castle and its grounds make a stunning backdrop for filming and photo-shoots and we welcome film, television and photographic crews.

During the school holidays, we arrange sports and other holiday courses as well as hosting those run by other providers.

## The Role

To start as soon as possible, we seek to appoint an organised and confident person to the position of Alumni Officer. The role is about connecting alumni, (known as Old Kimboltonians or OKs), to the school and to each other, primarily through communications and events. Working closely with the OKA President, the Alumni Officer is responsible for coordinating alumni volunteers and for facilitating meetings of the OK Committee; and for the maintenance and development of the OKs Database, which underpins the whole operation. The role works closely with the School's Development Director to ensure that fundraising in support of the school is promoted to OKs.

The successful candidate is likely to have a good knowledge of Kimbolton School, with the post ideally suiting someone who is an Old Kimboltonian, or who has strong links with the School, although this would not preclude an applicant who is not an OK from being appointed. You must have strong administrative and organisational skills, alongside experience of setting up and organising meetings and events, liaising with stakeholders both internally and externally. Excellent communication skills, both verbal and written, together with experience of social media, and of working with databases, are essential for the role.

## Main Duties

The main purpose of the role is to connect alumni with the School and with each other:

- To liaise with Old Kimboltonians (OKs), responding to email enquiries and telephone calls.
- To maintain the membership database, promoting membership to OKs and updating records in a timely manner. This includes identifying lost OKs, ensuring that "new" OKs are automatically enrolled on the database, and encouraging all OKs to keep the School updated with their whereabouts, their contact information, and career progression.
- To liaise with the OKA Committee, organise and minute Committee Meetings and follow up actions agreed.
- To organise and promote OKA events, co-ordinating all bookings, liaising with event venues and the School (when events are held at Kimbolton School).
- To keep the OK website up to date and refreshed.
- To support OK 'Sports Managers' when organising teams for OK matches.
- To communicate relevant news and provide regular updates to OKs via social media and email.
- To plan the production of the annual *OK News* magazine, collating suitable material, news and articles for inclusion.
- To ensure that an appropriate range of OK merchandise is produced and sold to OKs.
- To administer the accounts for the OKA, with support from the Bursary.
- To administer the accounts for the OK Scholarship Trust Fund, manage donations and gift aid repayment claims.
- To support the Development Director in furtherance of fundraising for the school.
- Actively represent and promote the ethos and values of the school and promote and act at all times in accordance with the School's policies, e.g. Safeguarding, Health and Safety and Equal Opportunities.

## Person Specification

| Criteria                     | Essential                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Desirable                                                                                                                                                                                                                                                                                                                          |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications</b>        | <ul style="list-style-type: none"> <li>• Good general level of education, including GCSE A*-C (or equivalent) in English and Mathematics.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                    |
| <b>Skills and Experience</b> | <ul style="list-style-type: none"> <li>• Experience of working in an administrative role</li> <li>• Experience of prioritising different workloads</li> <li>• Experience of setting up and coordinating meetings and events</li> <li>• The ability to write clearly and concisely to produce and maintain documents and to effectively proof-read material for distribution.</li> <li>• Strong IT skills, including confident use of MS-Office</li> <li>• Basic social media skills</li> <li>• Experience of using databases</li> <li>• Excellent customer service skills.</li> </ul>                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Experience of running a wide variety of events</li> <li>• Experience of working within an education setting, and/or of working in a charitable fundraising setting.</li> <li>• Experience of creating engaging social media content.</li> <li>• Experience of basic accounting</li> </ul> |
| <b>Personal Qualities</b>    | <ul style="list-style-type: none"> <li>• Excellent time management and organisational skills and can maintain a high standard of work under pressure.</li> <li>• Pro-active, enthusiastic and professional attitude.</li> <li>• Self-motivated, reliable, and punctual.</li> <li>• Able to work collaboratively</li> <li>• Excellent communication skills, particularly in the drafting of correspondence, formal letters and responding to queries.</li> <li>• Ability to prioritise workload and to work to and to meet deadlines.</li> <li>• Ability to work using initiative and to work independently.</li> <li>• Strong interpersonal skills with a welcoming and engaging manner.</li> <li>• Commitment to safeguarding and protecting the welfare of children and young people.</li> <li>• Flexibility to work outside of normal office hours when required</li> </ul> |                                                                                                                                                                                                                                                                                                                                    |

## Terms & Conditions

|                             |                                                                                                                                                                                                                     |
|-----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Responsible to:</b>      | Director of Development (Line Manager)<br>President of the Old Kimboltonians' Association                                                                                                                           |
| <b>Accountable to:</b>      | Headmaster                                                                                                                                                                                                          |
| <b>Hours of Work:</b>       | Part-time – initially 18 hours/week year, 52 weeks a year                                                                                                                                                           |
| <b>Remuneration:</b>        | FTE £25,500 to £27,000 per annum (pro-rated for part time hours)<br>Dependent upon qualifications, skills, and experience                                                                                           |
| <b>Holiday Entitlement:</b> | 24 days plus statutory holidays (pro rata for part-time hours).<br>Holiday year runs from September to August.                                                                                                      |
| <b>Pension:</b>             | The School offers a contributory pension scheme.                                                                                                                                                                    |
| <b>Probationary Period:</b> | 6 months                                                                                                                                                                                                            |
| <b>Additional benefits:</b> | Free onsite car parking; free lunch time meals during term time; free access to a fully equipped Gym and Swimming Pool; cycle to work scheme; ongoing continuing personal development.                              |
| <b>Referees:</b>            | The names, addresses and telephone numbers of two professional referees are required. Ideally references will be sought prior to interview. Referees will not be contacted without the permission of the applicant. |

## Method of Application

Please email a letter of application, together with the completed Application Form to:

Human Resources, Kimbolton School, Kimbolton, Huntingdon, Cambridgeshire PE28 0EA at [recruitment@kimbolton.cambs.sch.uk](mailto:recruitment@kimbolton.cambs.sch.uk).

*Potential candidates are welcome to contact Samuel Venn (Development Director) for an informal conversation in advance of applying – telephone 01480 775080, email [development@kimboltonschool.com](mailto:development@kimboltonschool.com).*

**The closing date for applications is: 09:30am Friday 11<sup>th</sup> October 2024**  
**Interviews will be held on either Tuesday 15<sup>th</sup> October or Wednesday 16<sup>th</sup> October 2024**

**Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All posts are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.**



## Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at [www.gov.uk/government/organisations/disclosure-and-barring-service](http://www.gov.uk/government/organisations/disclosure-and-barring-service). All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website [www.kimbolton.cambs.sch.uk/policies](http://www.kimbolton.cambs.sch.uk/policies)