



OUNDLÉ  
School

Events &  
Communications  
Manager  
Applicant Information



# Oundle School

## The Corporation of Oundle School

**The Corporation of Oundle School, a registered charity, was founded to provide an education of the highest class and this remains its primary objective. The Corporation has responsibility for Oundle School, Laxton Junior School, Oundle School Enterprises Limited and the Oundle School Foundation.**

Oundle School has its origin in a grammar school founded in 1556 by Sir William Laxton, who was Master of the Worshipful Company of Grocers and Lord Mayor of London in 1544. The Grocers' Company is one of the oldest Livery Companies of the City of London and ranks second in the order of precedence. Under the terms of the will of Sir William Laxton, the Grocers' Company continues to demonstrate its support for Oundle School and Laxton Junior School (the Schools) through the provision of bursaries and grants.

## Oundle School and Laxton Junior School

Oundle School has long been associated with the very best of modern independent education, especially boarding. It takes seriously its responsibility to pupils so that they can emerge as decent, open-minded adults; ambitious about what they can go on to achieve and contribute. 1140 pupils are on roll at the School, of whom 840 are full boarders.

Laxton Junior School is a day school of 260 pupils from Reception to Year 6, located in the heart of Oundle.

A team of around 800 staff, both academic and support, ensure an education of the highest standard is in place across the Schools with the efforts of the whole team focused on this fundamental aim.

## Oundle Today

The Corporation of Oundle School is a rewarding and exciting place to work. We are proud of our staff and we value the contribution that every employee makes to the life of both Schools and our pupils.

We are fortunate in our location at the heart of a beautiful market town, not least because for over 450 years the School and town have been part of the same community. The town itself is home to a buzz of activity, from local farmers' markets and food traders to antique dealers and an independent brewery, all flanked by numerous shops, restaurants and cafes, many of which span decades of family tradition. There is a spirited cultural life, with music, literature and food festivals as well as extensive sports and social clubs for both young and old. Barnwell Country Park is within easy walking distance, while the River Nene and the surrounding countryside offer wonderful walks and outdoor pursuits.

Oundle School and Laxton Junior School are proud to be equal opportunity employers and we welcome applications from all. We are committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

## Recruitment Process and Benefits

The recruitment process will be conducted in line with our Recruitment Policy to select the most suitable person for the role in terms of relevant experience, abilities, and qualifications, as well as to meet our compliance requirements. In providing equal opportunities to all, we encourage all candidates to make us aware of any adjustments they may require in order to support during the recruitment process.

Our staff benefit from:

- Excellent working conditions
- Group Personal Pension Plan
- Life Assurance scheme
- BUPA Wellbeing Expenses Plan
- Employee Assistance Programme
- Access to some discounted tickets to the Stahl Theatre and Music Productions
- Discounted membership of the state of the art Sports Centre and Swimming Pool
- Electric Vehicle scheme subject to rules
- Cycle to Work scheme subject to rules
- Free lunch available for staff during School term times
- Free car parking (subject to availability)

*Some of the above are non-contractual.*

See also the Employment Information section.



## Events and Communications Manager

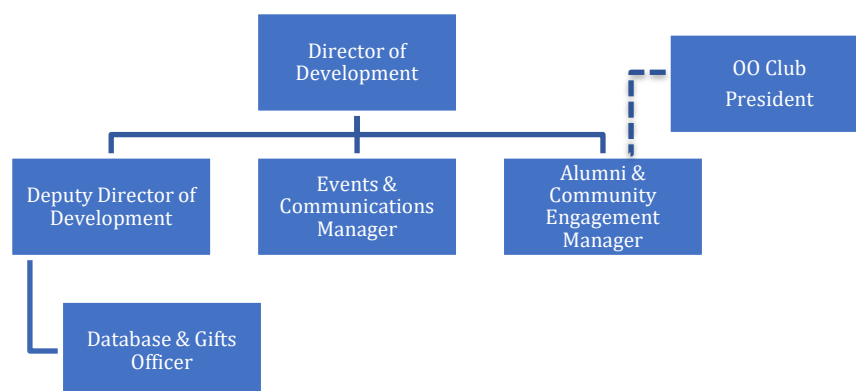
The Oundle Society is the umbrella that brings together key strands of Oundle's community: Old Oundelians (OOs), current and former parents, former staff, donors, and friends of the School. As well as fostering a sense of community and connection with the School, it is also responsible for fundraising. Our small, friendly team keeps in touch with more than 10,000 alumni around the world and is responsible for securing and stewarding gifts of around £1 million per year.

The Society works closely with the OO Club, which has its own committee and is supported by the Society's Alumni & Engagement Manager. All pupils automatically become lifetime members of the club when they leave the School.

### Responsibilities and Organisation Structure

To develop and execute a regular multi-channel communications strategy and to initiate, deliver and promote a programme of events and activities to engage the Oundle Society's community of Old Oundelians, parents, former staff and friends socially, professionally and philanthropically.

<b>Department:</b>	Oundle Society
<b>Department/Team:</b>	Oundle Society
<b>Responsible to:</b>	Director of Development
<b>Responsible for (staff):</b>	Nil



Working within the Oundle Society team, the postholder will report to the Director of Development. The main duties and responsibilities of the role are listed below.

### Key Responsibilities

#### Communications:

- To develop a communications strategy that increases awareness and engagement across the various Oundle communities.
- Write, edit, and source relevant and engaging content for communications, including monthly e-newsletters, social media posts, briefings, reports, and brochures, with input from the relevant team members
- Ensure consistent use of the Oundle Society and OO Club branding and identities.
- To develop a content calendar optimising the profile of the Oundle Society and the OO Club's across social media channels including (but not limited to) Instagram, Facebook and LinkedIn, curating and creating engaging content on a regular basis.
- Keeping the team apprised of relevant interactions on social networks
- To maintain and update the Oundle Society and OO Club web pages, using analytics to analyse and inform communication strategies.
- Collaborate with the Alumni & Community Engagement Manager to ensure alignment of messaging and sharing of communications' assets around OO specific channels such as the OO Network.
- Collaborate with the School's marketing and communications team to ensure alignment of messaging and efficient use of communications' assets.
- To be responsible for mailings (hard and soft copy) for fundraising campaigns and events' promotion.
- To build and maintain strong relationships with colleagues and to liaise regularly with the School's Head of Marketing and Communications Manager.

## **Events:**

- To develop and promote a programme of in-person and hybrid events for the Oundle Society and have oversight of the communications and events calendars.
- Plan, coordinate and manage the effective practical delivery of events, including budget forecasting and management; risk assessments, venue booking, catering, organising AV equipment, effective event marketing, invitations and guestlists.
- Work with the Director and Deputy Director to ensure that opportunities for cultivation and stewardship of donors are maximised through appropriately tailored event invitations.
- Manage commissioning of photography and videography where appropriate.
- Ensure that post-event evaluation is carried out to identify areas for continuous improvement
- To work with the Alumni & Community Engagement Manager to ensure alignment and complementarity in the planning of events specific to OO's.
- To work with admissions' colleagues on shared events.
- To identify, research and present new and/or varied opportunities for potential and existing events to be considered by the Oundle Society and OO Club.
- Work closely with the Database and Gifts Officer to ensure accuracy around the recording of event attendance, RSVPs, gifts and thanking post event.

- Ensure that all events and communications activity is recorded against individuals' database profiles.

### **General:**

- Adherence to Data Protection legislation and Health and Safety requirements.
- Keep up to date with matters of compliance and sector best practice and attend relevant training and development courses where appropriate.
- Together with other members of staff, handle general enquiries including written, phone and e-mail.
- Commitment to the School community, its purpose and future prosperity, and to the development and success of the Oundle Society Team.
- To carry out any other duties commensurate with the post as directed.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

*These tasks are not intended to be exhaustive.*

*It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.*



## Person Specification

The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Degree level or relevant, suitable experience	✓	
A high level of written and spoken English	✓	
Competencies, Skills and Experience	Essential	Desirable
Good experience of Microsoft Word, Excel, Powerpoint and Outlook	✓	
Experience of selecting venues and of designing, managing and organising events	✓	
Experience using a CRM system		✓
Experience of using a web CMS	✓	
Experience of InDesign	✓	
Experience managing social media accounts and driving engagement	✓	
An understanding of fundraising and experience of supporting fundraising and ancillary activities		✓
Experience of working in a team environment	✓	
Good time management and organisational skills	✓	
Excellent writing skills, with a good eye for detail and highly organised.	✓	
Experience copy editing and proofreading	✓	
Experience of promoting activities and dealing with multiple stakeholders	✓	
Experience working within a similar school environment		✓
Basic knowledge of HTML		✓
Personal qualities	Essential	
An outstanding communicator	✓	
Team player	✓	
Smart, professional appearance	✓	
A proactive attitude and willingness to work collaboratively across the school community	✓	

Flexible/adaptable approach to work	✓
Able to build an effective network within the organisation to deliver the required results	✓
Energetic and enthusiastic about the School and its constituencies	✓
Outgoing and able to initiate working relationships with a range of people, including those at a senior level	✓
Able to work well under pressure	✓
To be able to manage own workloads and work with minimal supervision	✓

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education 2024 guidance, therefore a good understanding of safeguarding procedures is essential on employment.

THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER



## Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** ASAP, subject to pre-employment checks (typically 4-6 weeks, and notice period).
- **Contract:** Permanent, subject to a six-month probationary period.
- **Working weeks:** Full-time, 52 weeks.
- **Hours of work:** 40 hours per week, year round, we are open to discussion about working arrangements to attract a candidate who can help us achieve our ambitions. All meal breaks are non-working hours and unpaid.
- **Salary:** £39,000 - £44,000, dependent on experience
- **Contributory Pension Scheme:** You will need to contribute a minimum of 3% of your contracted salary and you are eligible to receive a contribution from the School of a minimum of 5% of the contracted salary.
- **Life Assurance:** 3 x salary, subject to scheme rules.
- **Holidays:** 21 days plus 7 Bank Holidays (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Holidays are to be taken outside of when the School is in session, where possible. Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement.

To apply, please visit our Recruitment website at: [www.oundleschool.org.uk/vacancies](http://www.oundleschool.org.uk/vacancies)

**Closing date for applications is Friday 25<sup>th</sup> April 2025**

If you have any questions about the role, please contact:

**HR Department**

**Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE** Email c/o:  
[opportunities@oundleschool.org.uk](mailto:opportunities@oundleschool.org.uk) / Tel: 01832 277193