



WOODBRIDGE
SCHOOL

Work with us

Alumni & Engagement Assistant

APPLICATION PACK

Alumni & Engagement Assistant

Salary: £4,981.08 per annum (including pro rata holiday pay)

333 annualised hours (equivalent to approx. 9 hours per week, 37 weeks per year)

Term time

We are seeking an organised and relationship-focused individual to support our alumni engagement work, helping to strengthen connections with Old Woodbridgians and support a vibrant programme of events and communications. This role plays a key part in maintaining and developing our alumni network, supporting events, publications, and communications that keep our community connected.

This is a flexible and varied role, ideally suited to someone who enjoys planning, communication, and working across a pattern of activity that changes throughout the year.

Why the Old Woodbridgian Community Matters

The Old Woodbridgian (OW) community is a vital part of Woodbridge School's identity, heritage, and future.

Our alumni remain closely connected to the School, strengthening its reputation, traditions and sense of community. Their engagement supports current pupils through mentoring, careers insight and wider networks, while events, advocacy and philanthropy help Woodbridge remain a connected, forward-looking community.

Working Pattern

This is an annualised hours role, with working time planned across the year in line with business need. Hours will be higher during peak periods, such as the production of *The Old Woodbridgian* and alumni events, and lower during quieter periods, with working patterns agreed in advance wherever possible through the annual events calendar.

Why Join Woodbridge School?

Woodbridge School is a leading independent school with a strong sense of community and heritage. You will be joining a supportive and professional environment, where collaboration, high standards, and community engagement are highly valued.

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

Closing date: 12.00pm Monday 29 June 2026

Interviews: Thursday 2 July 2026

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).

JOB DESCRIPTION

Job Title: Alumni & Engagement Assistant	
Department: Alumni	
Hours: 9 hours per week / 37 weeks per year – Annualised hours: 333 per year.	Accountable to: The Head
Job Purpose: To build and maintain strong relationships between Woodbridge School and its alumni community, ensuring former pupils remain connected and engaged after leaving the school. The role also provides high-quality administrative and operational support to alumni engagement activity.	
KEY RESPONSIBILITIES: <ul style="list-style-type: none">• Act as the main point of contact for Old Woodbridgians, building and maintaining strong relationships with alumni;• Lead communications with Old Woodbridgians through the annual print magazine, termly and ad hoc email newsletters, event-related mailings and digital platforms such as Facebook;• Develop and manage the OW Network as a careers and mentoring platform for alumni and, in partnership with the Director of Sixth Form/Careers, support alumni involvement in the school's careers programme for current pupils;• Work closely with the President of the Old Woodbridgians and other stakeholders to shape engagement initiatives and events;• Coordinate and attend the Old Woodbridgian events calendar, working with internal and external partners to plan, promote and deliver events such as London Drinks, Half Century Club Lunch and OW Sports, while identifying opportunities to introduce new events;• Maintain the OW database through Raiser's Edge, ensuring records are accurate and communications remain compliant with GDPR requirements.	
This job description is not intended to be exhaustive. The post-holder will be expected to work flexibly and undertake any other reasonable duties appropriate to the role.	
GENERAL RESPONSIBILITIES:	
Health and Safety You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.	

Child Protection/Vulnerable adult's statement

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

Brand Values

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> Educated to Degree level in a relevant subject. 		✓
Knowledge and Experience		
<ul style="list-style-type: none"> Administrative experience; 	✓	
<ul style="list-style-type: none"> Experience supporting events/communications; 	✓	
<ul style="list-style-type: none"> Strong IT and data handling skills; 	✓	
<ul style="list-style-type: none"> Understanding of GDPR 	✓	
<ul style="list-style-type: none"> Experience in schools, alumni, or similar; 		✓
<ul style="list-style-type: none"> CRM/email platform experience; 		✓
Skills and Attributes		
<ul style="list-style-type: none"> Strong organisation and communication; 	✓	
<ul style="list-style-type: none"> Relationship-building skills; 	✓	
<ul style="list-style-type: none"> Attention to detail; 	✓	
<ul style="list-style-type: none"> Flexible, proactive, and reliable; 	✓	
<ul style="list-style-type: none"> Able to work independently and in a team; 	✓	
<ul style="list-style-type: none"> Creative and engaged approach to events/community. 		✓
Safeguarding		
<ul style="list-style-type: none"> All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children. 	✓	
Personal Qualities		
<ul style="list-style-type: none"> Willingness and ability to be flexible; 	✓	
<ul style="list-style-type: none"> Ability to relate to Old Woodbridgians; 	✓	
<ul style="list-style-type: none"> To be highly organised with good time keeping; 	✓	
<ul style="list-style-type: none"> Honest, reliable and patient; 	✓	
<ul style="list-style-type: none"> Commitment and flexible with the demands of the role; 	✓	
<ul style="list-style-type: none"> Enthusiasm to develop your own skills and knowledge 		✓
<ul style="list-style-type: none"> Ability to remain calm and function well under pressure; 	✓	
<ul style="list-style-type: none"> Work well with the team but also able to work effectively alone. 	✓	

BENEFITS

Pension	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
Sick Pay	Company Sick Pay After a successful probation period, full pay for 5 weeks and, half pay for 10 weeks in any rolling 12 months. Entitlement rises incrementally to full pay for 20 weeks and half pay for 20 weeks in any rolling 3 year period during the 4th and subsequent years of service.
School Fees	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
Training	Training costs will be met in full. This will be subject to conditions concerning repayment if the employee leaves for any reason within a given period.
Holiday	25 days plus 8 public holidays paid leave (pro rata for part time posts) and included in salary.
Other Benefits	<ul style="list-style-type: none">• Free parking• Complimentary lunch is available when the Dining Room is in operation• Access to Employee Assistance Programme

INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "**Alumni & Engagement Assistant**" in the title line to:
recruitment@seckford-foundation.org.uk.

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School
Marryott House
Burkitt Road
Woodbridge
Suffolk
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

Woodbridge 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 position, including checks with past employers and the Disclosure and Barring Service.