



WOODBRIDGE  
SCHOOL

*Work with us*

**Admissions Events & Alumni Officer**

APPLICATION PACK

# Admissions Events & Alumni Officer

**Salary: £32,000 per annum FTE pro-rata**

**Actual Salary: £20,944.46 per annum**

**26 hours per week over 4 days**

**Term time plus 40 weeks per year**

We are seeking a dedicated, highly organised, enthusiastic and friendly Admissions Events and Alumni Engagement Officer to promote, develop and manage a successful programme of admissions events to drive whole school student recruitment through initial enquiry to conversion and induction into Woodbridge School, and to build and maintain strong relationships between Woodbridge School and its alumni community, ensuring former pupils remain connected and engaged after leaving the school.

This is a varied role suited to someone with excellent communication skills, strong attention to detail, good relationship building skills and a proactive, team-focused approach. The successful candidate will help ensure prospective families receive an outstanding admissions experience and deliver work that keeps our Old Woodbridgian community connected.

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

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:** 26 July 2026

**Interviews:** 3 & 4 August 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

<b>Job Title:</b> Admissions Events & Alumni Officer	
<b>Department:</b> Marketing & Admissions	
<b>Hours:</b> 26 hours per week over 4 days	<b>Accountable to:</b> Director of Marketing and Admissions
<b>Job Purpose:</b>  Working with the Director of Admissions, Marketing & Communications to promote, develop and manage a successful programme of admissions events to drive whole school student recruitment through initial enquiry to conversion and induction into Woodbridge School. To build and maintain strong relationships between Woodbridge School and its alumni community, ensuring former pupils remain connected and engaged after leaving the school.	
<b>Key Responsibilities</b>	
<b>Admissions Events:</b>	
<ul style="list-style-type: none"><li>• Develop and refine a calendar of Admissions events at all points of the Admissions customer journey</li><li>• Oversee and manage the delivery of events including: Open Day, Sixth Form Open Evening, Taster events, Prep School engagement events, Transition events, Exam and Scholarship Days, Boarding Taster evenings, Induction Days etc. (a select few of these events take place at the weekend or in the evening)</li><li>• Plan events with all internal stakeholders and required attendees</li><li>• Ensure all event dates are secured in the School calendar</li><li>• Plan promotion of events with marketing team and manage merchandise journey and ordering</li><li>• Liaise with marketing on all collateral requirements for events and amend event templates where possible</li><li>• Assist in the development and ongoing management of a feeder schools engagement strategy and link into the primary school enrichment programme</li><li>• Research and keep calendar of feeder school events for the Admissions team to attend e.g. Sixth Form Open evenings, Prep Schools etc.</li><li>• Research and keep a calendar of external marketing sponsorship events e.g. Suffolk Show, Races, Pony Clubs etc. and liaise with the organisers</li><li>• Monitor, measure and report on the performance of Admissions events</li><li>• Attendance at WBS admissions events and external events, some weekends and evenings required</li><li>• Keep up-to-date with competitors, admissions trends, developments, relevant organisations (AMCIS, HMC etc.) compliance and entry requirements</li></ul>	

### **Alumni Engagement:**

- 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 as well as 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. The role will include some term time and some weekend events.

### **Key Skills:**

- effective collaboration across the admissions and marketing team
- development and maintenance of excellent working relationships with internal stakeholders
- engagement of external stakeholders
- innovation for events
- meticulous organisation and attention to detail
- strong IT and data handling skills
- understanding of GDPR
- CRM/email platform experience
- ability to amend dates on marketing templates through software such as Canva

### **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"> <li>Educated to A-Level standard or equivalent;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Relevant qualification in Marketing, Events Management, Communications, Business Administration or a related field.</li> </ul>		✓
<b>Knowledge and Experience</b>		
<ul style="list-style-type: none"> <li>Experience in event coordination, administration or stakeholder engagement;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong IT, database and data handling skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Understanding of GDPR and data protection requirements;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Experience of CRM systems, email marketing platforms or Raiser's Edge;</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience within education, alumni relations or customer recruitment environments;</li> </ul>		✓
<ul style="list-style-type: none"> <li>Experience using Canva or similar design software.</li> </ul>		✓
<b>Skills and Attributes</b>		
<ul style="list-style-type: none"> <li>Excellent organisational, planning and time management skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong written and verbal communication skills;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to build effective relationships with internal and external stakeholders;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>High level of accuracy and attention to detail;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to work independently, use initiative and prioritise competing demands;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Creative and innovative approach to events and engagement activities.</li> </ul>		✓
<b>Safeguarding</b>		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	
<b>Personal Qualities</b>		
<ul style="list-style-type: none"> <li>Willingness and ability to be flexible;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to relate to Old Woodbridgians;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>To be highly organised with good time keeping;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Honest, reliable and patient;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Commitment and flexible with the demands of the role;</li> </ul>	✓	

• Enthusiasm to develop your own skills and knowledge		✓
• Ability to remain calm and function well under pressure;	✓	
• Work well with the team but also able to work effectively alone.	✓	

# BENEFITS

<b>Pension</b>	Automatic enrolment into the Foundation/School's pension scheme (subject to meeting certain eligibility criteria).
<b>Sick Pay</b>	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.
<b>School Fees</b>	School fee remission may be available depending on individual circumstances and at the discretion of the Governors.
<b>Training</b>	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.
<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) and included in salary.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li><li>• Complimentary lunch is available when the Dining Room is in operation</li><li>• Access to Employee Assistance Programme</li></ul>

# 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 "**Admissions Events & Alumni Officer**" in the title line to:  
[recruitment@seckford-foundation.org.uk](mailto: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.***